



## **MARDEN PARISH COUNCIL** **CO-OPTION PROCEDURE**

A co-option will take place if a vacancy arises on the Parish Council between elections and if a by-election is not called by 10 electors following a Notice of Casual Vacancy.

On the expiry of the Notice of Casual Vacancy and, in the event of no request for a by-election being made, then a vacancy for co-option is to be notified to the next Full Council meeting and a co-option vacancy is published. *(A co-option does not have to take place if the vacancy arises within six months of a normal election).*

Names of any potentially interested parties will be sought using appropriate means, as agreed by the Council, and these then passed to the Parish Clerk.

All prospective Co-Option Councillors will be sent an 'Application for Co-Option Form' for completion and return to the Parish Clerk by a closing date agreed by the Council.

Once the form(s) have been returned arrangements will be made to consider the applications and put forward to the next available Full Council meeting.

Copies of the application form(s) will be forwarded to all Councillors in advance of the Full Council meeting.

At the Full Council meeting applicants will be invited to make a public presentation and may also be asked questions by Councillors.

If only one candidate has applied for a vacancy, Councillors would normally have to have a good reason not to co-opt them (although they reserve the right to reopen the process to seek further applicants).

If more than one candidate applies for a vacancy, the Council must vote by a show of hands (in accordance with MPC Standing Orders), if necessary, by successive counts which eliminates the least successful candidate in each round, until the successful candidate receives an *absolute* majority of those present at the council meeting and voting. Cllrs must only vote once in each round of voting.

In the event of multiple vacancies, if the number of candidates is less or equal to the number of positions to be filled then paragraph 7 applies to all applicants. However,

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

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if there are more candidates than vacancies then the procedure given in paragraph 8 applies to each position in turn until all are filled.

*Adopted by Marden Parish Council on: 10<sup>th</sup> July 2012*

*Reviewed/Amended on: 12<sup>th</sup> June 2018 / 11<sup>th</sup> June 2019 / 7<sup>th</sup> September 2020 / 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025*

*Review date: March 2026*

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