



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Procedure for Conducting Co-options

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise the vacancy on the Parish Council noticeboards and on the HoathlyHub. The advertisement will state the rules for eligibility and direct interested parties to contact the Clerk confirming their eligibility with a short statement explaining the reasons why they wish to become a Parish Councillor. There will be a deadline for responses of not less than 2 weeks from the date of the advertisement. The date of the meeting when the co-option is to be made will be stated in the advertisement.

Prior to the meeting

The details and statements of all interested parties will be forwarded to all council members prior to the full Parish Council meeting where co-option will take place with interested parties being invited to attend the meeting where possible.

At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 5 minutes during the public session of the meeting. Council members will be able to ask questions of the nominees.

Council members will vote at the appropriate co-option agenda item by the means of a signed ballot.

In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

b) After the full Parish Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

Rules of Eligibility to be a Parish Councillor

To be qualified to stand for co-option persons must be a British or Commonwealth citizen, or a citizen of another Member State of the European Community and be aged 18 years or over.

Applicants must:-

- be an elector of the parish, or
- have occupied as owner or tenant land or other premises in the parish, or
- have their principal or only place of work in the parish or
- live in or within 3 miles of the parish boundary