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**HEYBRIDGE BASIN PARISH COUNCIL**

**Co-Option Policy**

This policy sets out the procedures to ensure compliance with legislation and continuity of co-option of members to Heybridge Basin Parish Council.

The co-option of a Councillor at Heybridge Basin Parish Council occurs when a Casual Vacancy has arisen, and no poll (by-election) has been called. A Casual Vacancy occurs when:

* A councillor fails to make their declaration of acceptance of office on time
* A councillor resigns
* A councillor dies
* A councillor fails for 6 months to attend meetings of a council. Committee or sub-committee or to attend as a representative of the Council at a meeting of an outside body.

Heybridge Basin Parish Council has to notify the District Council of a Casual Vacancy.

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Heybridge Basin Parish Council.

1. On receipt, of confirmation, from the Electoral Service of the District Council, the casual vacancy can be filled by means of Co-option, in this instance the Clerk will:
2. Advertise the vacancy on the Councils noticeboards, website, Facebook Page and place an advertisement in the Parish Council newsletter, if the date of the publication is appropriate.
3. Advise the Council that the Co-option policy has been instigated by sending an email to all Councillors.
4. Speak with any prospective candidates to advise them on the role, responsibilities and conduct required of the office.
5. Applicants for co-option will be asked to:
6. Provide information about themselves by way of completing a short application form (A copy of which is attached).
7. Confirm their eligibility for the position of Parish Councillor within the statutory rules (A copy of which is attached).
8. Attend several council and committee meetings in advance of the interview meeting.
9. Consider the committee and working party structure and advise the council at the interview which they would wish to be members.
10. Consider the current action plan and advise the council on the application form which projects are of interest to them.
11. An extraordinary Co-option meeting of the Full Council will be convened to take place on the same day as a Full Council meeting for the purpose of meeting with the prospective Councillors and voting on their appointment.
12. Copies of the application forms will be circulated to all Councillors by the Clerk, with the agenda and meeting pack prior to the meeting of the Full Council where the co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
13. **Voting Procedure**

Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. It should be noted that the council does not have to appoint a candidate if they are considered unsuitable. Therefore, Councillors may decline to vote for a candidate if they wish.

For this procedure only, Standing Orders will be set aside, and Councillors will vote by a secret ballot and not by show of hands. In the case of an equality votes, the Chair of the meeting has a second or casting vote.

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|  | **One Candidate** | **Multiple Candidates** |
| **One Position** | Candidate must receive the absolute majority vote of those present and voting | If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained. |
| **Multiple Positions** | Candidate must receive the absolute majority vote of those present and voting | **If the number of candidates equals the number of positions**  Each candidate must receive the absolute majority vote of those present and voting. Councillors will have the same number of votes as positions but are not required to use all of their votes if they wish.  **If the number of candidates is greater than the number of positions**  If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidates with the least number of votes in order to obtain an equal number of candidates to positions. Then the above procedure will be followed.  **If the number of candidates is less than the number of positions**  Each candidate must receive the absolute majority vote of those present and voting |

1. After the vote has been concluded, the Chair will declare that the successful candidate is duly elected.

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| **Reviewed and approved:** | **Minute:** |
| 1st November 2022 | 22/128 a |
| 16th May 2023 | 23/14 a |
| 18th March 2025 | 24/11 b |

**Co-Option Application Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address for Correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you over 18? Yes/No**

**What experience can you bring to Heybridge Basin Parish Council?** (If necessary, please continue on a separate sheet of a paper)

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**How would you like to get involved with the Parish Council?** (If necessary, please continue on a separate sheet of paper)

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**What projects on the current action plan interest you?** (If necessary, please continue on a separate sheet of paper)

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**Is there any other information you would like to disclose regarding your application?** (If necessary, please continue on a separate sheet of paper)

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**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return your completed form, together with your eligibility form to: The Parish Clerk, HBPC, PO Box 13224, Maldon, CM9 9FW

Alternatively, please email your completed form to [clerk@heybridgebasinpc.org.uk](mailto:clerk@heybridgebasinpc.org.uk)

**Co-Option Eligibility Form**

1. In order to be eligible for co-option as a Parish Councillor you must be a British subject, or a citizen of the Commonwealth or European Union. You must be 18 years of age or over on the “relevant date”, that being the day on which you are nominated. You must additionally be able to agree with the following qualifications set out below:

1. I am registered as a local government elector for the parish OR
2. I have, during the whole twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish OR
3. My principal or only place of work during those twelve months has been within the parish OR
4. I have, during the whole twelve months resided in the parish, or within three miles of it

**Please circle all those criteria that apply to you.**

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as Local Councillor or being a member of a Local Council if they:

1. Holds any paid office or employment of the local council (other than the office of Chair) or of a joint committee on which the Council is represented OR
2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below) OR
3. Has within five years before the day of election, or since his / her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of fine OR
4. Is otherwise disqualified under Part III of the Representation of People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

1. If the bankruptcy is annulled on the grounds that either the period ought not to have been adjudged bankrupt or that his / her debts have been fully discharged OR
2. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on her / her part OR
3. If the person is discharged without such a certificate

In a and b above, the disqualification ceases on the date of the annulment and discharge respectively. In c above, it ceases on the expiry of five years from the date of discharge.

**I** (insert name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby confirm, that I am eligible to apply for the vacancy of Parish Councillor and that this information given on this form is a true and accurate record.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_