

NEWPORT PARISH COUNCIL

CO-OPTION POLICY

Vacancies can arise during the term of office of the Council because there were insufficient candidates at an election to fill the number of seats, or due to retirement, resignation or disqualification of a member.

(Where posts remain unfilled following an uncontested election, co-option may take place within 35 days from the date of election without the need to advertise).

The co-option occurs when a vacancy has arisen on the Council. The District Council produces paperwork for the advertisement of the casual vacancy. When written confirmation is received from the District Council advising that no poll (by election) has been called, the casual vacancy can be filled by means of co-option.

To ensure that a fair and transparent process is undertaken the following procedure will be followed.

1. The vacancy will be advertised for four weeks on the notice board, newslines and website.
2. Applicants will be asked to attend at least two Full Council meetings.
3. At the second meeting an item will be placed at the end of the agenda for the Council to consider applications.
4. Applications will be considered and members are permitted to ask the candidate/s questions.
5. The successful candidate/s will then sign a Declaration of Acceptance of Office.
6. Where there are more candidates than vacancies, a ballot will be held.

Reviewed - 15th May 2023

Date of next review - May 2024.