



PENDINE COMMUNITY COUNCIL

CO-OPTION PROCEDURE

Adopted 11th November 2020

A policy setting out the procedure for co-opting to a casual vacancy following an election process.

Introduction

If no request for an election is received by Carmarthenshire Council by the date on the Notice of Vacancy, the Electoral Services Department will advise the Community Council that it may co-opt to the vacancy. Co-option is the process by which the Community Council selects a new Councillor, it is done as an agenda item within a monthly Community Council meeting.

The Community Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

Procedure

1. Pendine Community Council advertises by inviting eligible interested candidates to write to the Clerk by a specified date.
Following the closing date of the notice of co-option and after the Clerk receiving the candidate/s written self-certification which confirms he/she meets the statutory requirements. The personal statements of the candidate/s received will be confidentially circulated to Councillors ahead of the meeting at which a Community Councillor is to be co-opted.
2. At the Community Council meeting candidates are invited say something about themselves outlining their experience, skills and personality which they feel is important to the role of a Councillor for Pendine Community Council. Each candidate will be allocated a maximum of three minutes.
3. In a closed session of the Community Council without the public present, members consider the candidates and, following the discussion, the public are invited back into the meeting before the voting to takes place.
4. The Chairman will request for the Council to progress to the vote stage for each candidate. One candidate needs to receive an absolute majority of votes.
5. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
6. Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
7. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
8. The successful candidate will be required to make his/her declaration and sign the declaration form, formally declared co-opted to the Community Council and will be asked to join the meeting.
9. The successful candidate is a councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.