



## Co-option Policy

The Co-option of a Town Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Credition Town Council:

- 1) On receipt of written confirmation from the Electoral Services Office at Mid Devon District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:
  - a) advertise the vacancy for 4 weeks on the Council notice boards and website, and place an advert in the local press,
  - b) advise the Council that the Co-option Policy has been instigated, by sending an e-mail to all members.
- 2) Applicants for co-option will be asked to:
  - a) submit information about themselves, by way of completing a short application form.
  - b) confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form
- 3) Copies of the applicant's application form will be circulated to all members by the Clerk at least seven days prior to the meeting of the full Council, when the Co-option will be considered.
- 4) Applicants will be required to attend the meeting of the full Council when the Co-option will be considered. At the meeting, applicants will be asked to give a short presentation and may be asked questions.
- 5) Discussion about the applications will take place in council session without intervention from the candidates or public. 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. If there are more than two candidates for one vacancy and no one of them 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. Members shall vote by signed ballot. If any member so requires, the Clerk shall record the names of members who voted on any question to show whether they voted for, against, or abstained. In the case of an equality of votes, the Chair of the meeting has a second or casting vote.
- 6) Candidates may stay in the room for the vote.
- 7) After the vote has been concluded, the Chair will declare the successful candidate duly elected.

Co-option Application Form

Name.....

Address for Correspondence .....

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.....Postcode .....

Tel. .... Mobile .....

Are you 18 or over? YES/NO

Which Ward(s) would you like to be member of .....

Please detail any experience you have that may be relevant to Crediton Town Council. (If necessary, please continue on a separate sheet of paper).

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Is there any other information you would like to provide in support of 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 the Co-option Eligibility Form to: Rachel Avery, Town Clerk, Crediton Town Council, Manor Office, 6 North Street, Crediton, EX17 2BT by no later than add date.



## Co-option Eligibility Form

1. A person is qualified to be elected/co-opted as a Credition Town Councillor, if he/she is a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland, or a relevant citizen of the European Union, and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) has reached 18 years of age and
  - is registered as a local government elector for the town; or
  - has during the whole of the twelve months preceding the date of co-option, occupied as owner or tenant, any land or other premises in the town; or
  - his/her principal or only place of work during those twelve months has been in the town; or
  - has during the whole of twelve months resided in the town or within 3 miles of it.

**Please circle which of the above applies to you.**

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
  - a) 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
  - b) is a person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986 (but see below<sup>1</sup>); or
  - c) 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 a fine; or
  - d) is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

<sup>1</sup>A person who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief order becomes disqualified from the date of the judgement or execution.

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

Signed ..... Dated .....