



## Catterall Parish Council

### Vacancy and Co-option Procedures

When a vacancy arises on the Parish Council due to a Councillor's death, disqualification or resignation, the process to fill the vacancy is followed:

**1.** The Clerk notifies the Returning Officer at Wyre Council. The Parish Council is required to give public notice of the vacancy and display a copy of a notice (prepared by Wyre Council) to the electorate. This notice runs for 14 days from the date the notice is displayed.

In order for an election to be held to fill the vacancy, a request in writing must be made to the Chief Executive of Wyre Council within 14 days (excluding Saturdays, Sundays and bank holidays) of the date of the notice.

Such a request must be signed by ten local government electors for the parish. The notice is to be displayed on the Parish Council's noticeboards and website.

The cost of an election is borne by the Parish Council.

**2.** If an election is not called the Parish Council is notified by Wyre Council to fill the position by co-option as soon as is practicable. Or, if vacancies remain following a recent election the following procedure applies.

The Parish Council will post a notice on the notice boards at Catterall Village Hall and Stone Cross and on the website and other publication schemes to advertise the casual vacancy for a Parish Councillor. This will include a closing date for applications to be received by the Clerk.

When applications have been received the Parish Councillors will consider the application letter(s). The name of the applicant and address will be included in the public agenda. Candidates will prepare a written brief statement, why they wish to stand as a Parish Councillor and what their strengths are. If no statement is provided with the application, the prospective candidate will not be considered by the Council. The candidates are to be made aware that the information received will be published on the public agenda. The Council will hold interviews separate from the Parish Council meeting.

If the Parish Council has more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether or not to co-opt that person.

**3. Voting-** members shall vote by show of hands or, if at least two members so request at a co-option agenda item, by signed ballot. The council is not obliged to consider the claims of candidates who were unsuccessful at a previous election.

If, in the future council is unable to fill a vacant seat, the matter will remain that of an agenda item until the seat has been filled through the agreed co-option process.

#### **Eligibility for Office**

For details please check: <https://www.electoralcommission.org.uk/media/5236>

#### **Applying for a Casual Vacancy**

If you are interested in applying to the Parish Council to fill the casual vacancy by co-option you need not wait until the notice appears or its time limit expired. You can write to the Parish Council directly expressing your interest in the casual vacancy



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and requesting it considers your application when it has authority to co-opt for the vacancy.

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
v1.0	Procedure introduced	G. Benson, Clerk	02/02/2021
v1.1	Reviewed and reformed– minute 3817c	E Millington, Clerk	04/07/2023