



Co-Option Protocol

PROCESS FOR ADVERTISING A COUNCIL VACANCY

A vacancy on Illogan Parish Council must first be advertised by Cornwall Council offering the public the opportunity to fill the vacancy by an election. At least ten members of the public must demand a poll to require the vacancy to be filled by an election.

If there is no demand for a by-election, Illogan Parish Council will be notified by the Electoral Officer of Cornwall Council that there were not enough requests asking that an election be held and that it is necessary for Illogan Parish Council to fill the vacancies as soon as practicable, by co-option, as provided for by Rule 8 of the Local Elections (Parishes and Communities) Rules 1986.

The Advertising Process is:

1. The Clerk will notify the Electoral Officer of Cornwall Council of the resignation or disqualification of a Councillor. The Electoral Officer will issue the notice of the vacancy which will be in the form of posters for public display in the Parish.
2. The Clerk displays them in public places around the Parish including the Parish Council noticeboards, website and Facebook page.
3. Members of the Parish have fourteen working days to request an election.
4. At the end of the period, Cornwall Council will notify the Clerk as to whether an election has been demanded or whether Illogan Parish Council are required to fill the vacancy by co-option.

If an election has been demanded, Cornwall Council will handle the process, issuing the appropriate notices and forms for nominations; they will also organise the polling station etc. and run the by-election as per the normal four yearly elections. The cost of the by-election will be paid by Illogan Parish Council.

FILLING THE VACANCY BY CO-OPTION – ADVERTISING THE VACANCY

1. The Clerk will advertise the councillor vacancy on the Council noticeboards, website and Facebook page. A copy of the advertisement to be displayed is attached to this protocol as appendix A.
2. All advertising material will direct people to obtain further information from the website or Illogan Parish Council Community Office. A copy of the information is attached as Appendix B
3. The Clerk, Chairman and a Councillor will meet interested persons for coffee, biscuits and a chat at a set date and time in Illogan Parish Council Community Office. The informal meeting will provide an opportunity for interested persons to chat to councillors and



officers to discuss being a councillor, the work of the Council, what is involved with being a councillor and what happens next.

4. After the informal meeting has been held, interested persons will be asked to complete an application form to be considered by the Full Council. A copy of the application form is attached as Appendix C
5. If persons are interested in becoming a Councillor and are unable to attend the informal meeting, alternate arrangements will be considered, such as a different date or a Teams meeting.

PROCEDURE AT THE COUNCIL MEETING

The procedure at the Council meeting will be followed whether there is one or multiple applicants to fill a vacancy(s) of the Council.

1. The last items on the agenda will cover the co-option process.
2. The press and the public will be excluded from the meeting.
3. Each applicant will enter the meeting individually and will be asked why they are interested in joining the Council as a Councillor.
4. The Councillors and Officers in attendance at the informal meeting will give a report.
5. The press and the public will re-enter the meeting.
6. The Council will propose, second and vote on each applicant to fill the number of vacancies on the Council.
7. The vote can either be an open vote or a written ballot. An open vote will be completed by a show of hands either for or against the proposal. In a written ballot the Clerk will give each member a piece of paper with their name written on it and then the member votes for their preferred candidate; the Clerk will then count the ballots and advise the result not the individual votes.
8. To be co-opted, a candidate needs to receive an overall majority. If there are three or more candidates the ballot will be repeated, losing the candidate who receives the lowest number of votes until there is a clear majority. If the result is tied, the process will be repeated at least once more before the Chairman exercises his casting vote.

DECLARATION OF ACCEPTANCE OF OFFICE

Once co-opted, a new Councillor must complete their declaration of acceptance of office before they can participate at any Council meetings, or meetings of any Committees, Sub Committees or Working Groups.

The Clerk will arrange for all new Councillors to complete their declaration of acceptance of office, register of interests and any other appropriate paperwork. New Councillors will also be given an induction pack and copies of all the Council's policies and protocols.



The Clerk will notify the Electoral Officer of Cornwall Council of the details of the co-opted member(s) and will send a copy of their declaration of acceptance of office and register of interests.

Review Date	Reviewed By	Amendments	Minute Number
24.04.24	Governance Review Committee	None	GR24/04/13.2

Appendix A



**COUNCILLOR
VACANCY**

MEET FOR A COFFEE AND A CHAT

- WHAT IS INVOLVED
- WHAT TO EXPECT
- PROJECTS AND THE WORK OF THE COUNCIL
- WHAT NEXT

Sarah Rimell
Clerk

David Ekinsmyth
Chairman

Sue Kemp
Councillor

SATURDAY | **09/07/2022** | **10:00 AM**

PLEASE CONTACT US

Our Website:
www.illoganparishcouncil.gov.uk

Telephone:
01209 711433

Email:
enquiries@illoganparishcouncil.gov.uk



Appendix B

ILLOGAN PARISH COUNCIL

Councillor Vacancy

There are [insert number] vacancies on Illogan Parish Council.

The period of time allowed for electors to request an election has now passed without the appropriate number of requests received. Therefore, Illogan Parish Council must fill the vacancy by co-option, in accordance with Rule 8 of the Local Elections (Parish and Communities) Rules 1986.

Any person wishing to be considered for co-option contact Illogan Parish Council by:

Email: enquiries@illoganparishcouncil.gov.uk

Telephone: 01209 711433

Post: Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Representatives from Illogan Parish Council will host an informal meeting on **XXX**, at **XXX** in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG. This is an opportunity to chat to councillors and officers to discuss being a councillor, the work of the Council, what is involved with being a councillor and what happens next.

To be eligible for consideration to become a Councillor you must be aged 18 years or over, and:

a. be a local government elector for the Parish of Illogan;

OR

b. during the whole of the twelve months preceding, occupied as owner or tenant, any land or other premises in the Parish of Illogan;

OR

c. your only place of work during the last twelve months has been in the Parish of Illogan;

OR

d. you have during the last twelve months resided in the Parish of Illogan;

OR

e. you have during the last twelve months resided within three miles of the Parish of Illogan.

You are ineligible to stand as a councillor if you have received, during the last five years either been given a prison sentence of three or more months (including suspended) or have been declared bankrupt.

The closing date for the receipt of applications is [insert day and date].



Appendix B

Illogan Parish Council Application Form for Co-Option

Name:	
Address:	
Telephone Number:	
Email Address:	
<p>Eligibility Criteria: Persons eligible for consideration to become a Councillor must be aged 18 years or over, and:</p> <ul style="list-style-type: none"> a. is registered as a local government elector for the parish; b. has during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish; c. his/her principal or only place of work during the preceding twelve months has been in the parish; d. had during the whole of the preceding twelve months resided in the parish or within 4.8 km thereof. 	<p>Please include the criteria that applies to you.</p> <p>I confirm that I meet the eligibility criteria, I am 18 years of age or over and</p>
<p>Please include a brief explanation of your reasons for wanting to become a Councillor.</p>	
Signed:	
Date:	