

Clerk: Mrs Sarah Rimell

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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. An Officer 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. An Officer displays the notices of the vacancy 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 send email notification 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.

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Filling The Vacancy By Co-Option – Advertising The Vacancy

1. An Officer 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. Councillors and officers are available to meet with interested individuals at a mutually convenient time to discuss the role of a councillor, the work of the Council, what the position involves, and the next steps in the process.
4. Interested persons will be asked to complete the application form at the back of this policy in order to be considered for co-option by the Full Council.

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 Officers will give each member a piece of paper with their name written on it and

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Adopted: 26.07.23

Minute Number: GR23/07/9.2

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then the member votes for their preferred candidate; Officers 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.

An Officer 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.

An Officer 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.

Reviewed – for Office use only

Review Date: 24.04.24.

Reviewed By: Governance Review Committee.

Amendments: None.

Minute Number: GR24/04/13.2.

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Adopted: 26.07.23

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Review Date: 09.04.25.

Reviewed By: Governance Review Committee.

Amendments: All references to 'the Clerk' amended to 'Officers' – apart from on in bullet point w on page 3 - Filling the VacancyPage 1 – The Advertising Process – bullet point 4 – amend to read '4. At the end of the period, Cornwall Council will send email notification as ...'. Page 1 – Filling the Vacancy ... - bullet point 3 – amend to read 'The Clerk or an Officer, and two Councillors will meet ...'

Minute Number: GR25/04/13.2.

Review Date: 29.04.26.

Reviewed By: Governance Review Committee.

Amendments: Appendices A and B are removed. Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – bullet point 3 – amend to read 'Councillors and officers are available to meet with interested individuals at a mutually convenient time to discuss the role of a councillor, the work of the Council, what the position involves, and the next steps in the process.'. Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – bullet point 4 – amend to read 'Interested persons will be asked to complete the application form at the back of this policy in order to be considered for co-option by the Full Council.'. Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – delete bullet point 5.

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Illogan Parish Council Application Form for Co-Option

Personal Details

Full Name:

Address:

Telephone Number:

Email Address:

Eligibility Criteria

To be considered for the role of Councillor, applicants must be aged 18 or over and meet at least one of the following criteria:

- Registered as a local government elector for the parish

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- Have occupied (as owner or tenant) land or premises in the parish for the past 12 months
- Have had their principal or only place of work in the parish for the past 12 months
- Have resided in the parish, or within 4.8 km of it, for the past 12 months

Please indicate which criterion/criteria you meet:

Declaration

I confirm that I meet the eligibility requirements, including being 18 years of age or over.

Supporting Statement

Please provide a brief explanation of your reasons for wanting to become a Councillor:

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Signature:

Date:
