



KIPPAX PARISH COUNCIL CO-OPTION POLICY

Approved: 18th May 2023

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Review date: May 2024

M Eyre

Signed by Chairman, Councillor Martin Eyre

This policy outlines the procedure to be followed by Kippax Parish Council when a casual vacancy arises by virtue of councillor resignation, disqualification or death.

Electoral services at Leeds City Council to be informed of the vacancy by the Clerk; 14 days-notice from the date of the Notice, excluding weekend and bank holidays, to electors to call a poll must be provided. The Clerk will complete and publish the Notice of Vacancy document, using the template provided by Leeds City Council, in the public noticeboard.

Assuming there is no call for a bye-election the council will fill the vacancy by co-option using the following procedure:

1. A notice is erected in a conspicuous place in the parish inviting people who are interested in being a parish councillor to complete an application and return it to the Clerk.

2. The notice advertising the vacancy will contain a closing date for receipt of applications, usually four weeks notice.

3. Upon receipt, the council must check (as far as reasonably possible, using the YLCA eligibility checklist) that candidates are eligible in accordance with the Local Government Act 1972, section 79.

In order to be eligible, the candidate must:

- be 18 years old or over; and
 - is an elector for the parish; or
 - has resided in the parish for the past twelve months or rented/tenanted land in the parish;
- or
- had his/her principal place of work in the parish; or
 - has lived within three miles (direct) of the parish.

and not disqualified from being a councillor by virtue of section 80 of the Local Government Act 1972.

4. Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of parish councillor and to co-opt an eligible candidate to fill the existing vacancy'.
5. The council will request all those submitting an application to attend a parish council meeting and provide a short five minute presentation as to their suitability as a parish councillor, prior to resolving to co-opt the most suitable candidate.
6. The council considers the discussion of merits of candidates to be prejudicial to the public interest and will therefore resolve to exclude members of the press and public from such discussions. However, the public and press will be present for the vote.
7. Decisions of a local council are normally made on a simple majority vote. The only occasion where this differs is in the co-option process. If there are more than two applicants for one vacancy, the successful applicant needs to have received an **absolute majority**, meaning that the person elected receives more votes than the others added together.
8. The successful candidate will sign a Declaration of Acceptance of Office before he/she can act as a parish councillor (2012 model).
9. The clerk will provide the new councillor with the council's code of conduct
10. The clerk will provide the new councillor with the council's councillor induction pack.



KIPPAX PARISH COUNCIL CO-OPTION APPLICATION FORM

FULL NAME:	
DATE OF BIRTH:	
ADDRESS: (Please provide home address if it is within three miles of the parish or principal place of work in the parish)	
How long have you lived in the parish?	
Have you been disqualified from being a councillor by virtue of section 80 of the Local Government Act 1972.	YES / NO
Please provide some information on why you would like to become a councillor at Kippax Parish Council. (Eg. Information about yourself, your skillset, any changes or projects you'd like to deliver in the village, any other relevant information)	