



## Moulsoe Parish Council Co-option Procedure

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

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Moulsoe Parish Council.

### **Casual Vacancies**

On confirmation from Milton Keynes Council Electoral Services that a casual vacancy must be filled by co-option, the Clerk will:

- a) advertise the vacancy for 4 weeks on the village noticeboards and the village website. The advertisement will state the rules for eligibility and the date of the meeting when the co-option will take place
- b) inform the Council that the co-option procedure has commenced

Applicants for co-option will be asked to:

- a) Submit information about themselves, by way of completing a short application form, (a copy of the Application Form is attached as Appendix A);
- b) Confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached as Appendix B).

Copies of the applicant's application form will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the Full Council, when the next Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Nominees must also be made aware that canvassing of Council members will disqualify them from standing for the vacancy (see Standing Order 21).

### **At the Meeting**

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 12(a) below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

- a) There are no rules regarding co-option of members. The Council may choose who they like but the person must be qualified to have been a candidate.

- b) After the vote has been concluded, this business is concluded once the Chairman declares that the successful candidate is duly elected. The successful candidate is then declared co-opted to the Council.
- c) The Clerk will advise the Monitoring Officer of Milton Keynes Council of the names of anyone co-opted to the Council.
- d) The Parish Clerk is responsible for ensuring that all new Councillors have read and understood the Code of Conduct and have copies of the current Standing Orders and Financial Regulations adopted by the Council.
- e) Before the successful candidate can participate in Council business s/he must sign the Declaration of Acceptance of Office and deliver it to the Parish Clerk.
- f) All new Councillors must, within 28 days of their appointment to office, register their Interests with the Milton Keynes Council Monitoring Officer.

### **After the full Parish Council Elections**

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

### **Standing Order 12a: Voting on Appointments**

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

### **Standing Order 21: Canvassing of and Recommendations by Councillors**

- a) Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

<b>Personal Details</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>Contact Number:</b>		
<b>Email:</b>		
Are you over 18?	<b>Yes</b>	<b>No</b>

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

**Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper).**

<b>Declaration</b>
<b>Signed</b>
<b>Name</b>
<b>Date</b>

Please return this completed form, together your CV and completed Co-option Eligibility Form to  
Moulsoe Parish Council  
Moulsoe Millennium Hall  
Cranfield Road  
Moulsoe  
MK16 0HB  
parish.clerk@moulsoeparishcouncil.gov.uk

**The information provided on this application form will remain private and confidential and will not be disclosed to third parties.**

## Moulsoe Parish Council Co-option Eligibility Form

## Appendix B

1. In order to be eligible for co-option as a Moulsoe Parish Councillor you must be a British subject, or a citizen of the Commonwealth or 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) 18 years of age or over; and additionally, able to meet one of the following qualifications set out below.

<b>Please tick which definition applies to you.</b>	
<input type="checkbox"/>	I am registered as a local government elector for the parish; or
<input type="checkbox"/>	I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
<input type="checkbox"/>	My principal or only place of work during those twelve months has been in the parish; or
<input type="checkbox"/>	I have during the last twelve months resided in the parish or within 3 miles of it

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:

- a) you work for the Parish Council.
- b) you hold a politically restricted post for another local authority.
- c) you are subject of a bankruptcy restrictions order or interim order.
- d) you have, within 5 years prior to the election, been convicted in the UK, Channel Islands or Isle of Man, of any offence and have had passed on to you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- e) you have been disqualified under the Representation of the People Act 1983 for corrupt or illegal practices.

<b>Declaration</b>
<b>I (insert name)</b> Hereby confirm that I am eligible to apply for the vacancy of Moulsoe Parish Councillor, and that the information given on this form is a true and accurate record.
<b>Signature</b>
<b>Name</b>
<b>Date</b>