



CO-OPTION POLICY

Adopted 24th JUNE 2025

Review Date May 2027

This policy outlines the procedure to be followed by Tickhill Town Council when a casual vacancy arises by virtue of Councillor resignation, disqualification, or death.

The Electoral Services Department at the Principal Authority will be informed of the vacancy as soon as practicable after it arises.

The Council will follow the relevant legislation to allow ten electors to claim a by-election. Assuming there is no call for a by-election the Council will fill the vacancy by co-option using the following procedure:

1. A notice will be erected in a conspicuous place in the parish inviting people who are interested in being a Councillor to write a letter of application to the Clerk, this will include the public notice board, the council website and social media.

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

3. Upon receipt, the Council will check (as far as reasonably possible) that candidates are eligible in accordance with the Local Government Act 1972, section 79. 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, Part 2 of the Sexual Offences Act 2003 and Local Government (Disqualification) Act 2022, or a Criminal Conviction, Section 34 of the Localism Act 2011.

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 a 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 presentation as to their suitability as a parish Councillor, prior to resolving to co-opt the most suitable candidate.

6. 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. In cases where there are more applicants than there are vacancies, the Council will use a process to ensure successful candidates receive an **absolute majority**—meaning they must receive more votes than all other candidates combined. If no candidate achieves this in the first round, the candidate with the fewest votes is eliminated, and voting continues in rounds until one candidate

secures an absolute majority. In the event of more than one vacancy, this process continues until all vacancies are filled.

7. Where there is one candidate for one seat or any situation where the number of candidates is equal to the seats available, the Council must appoint the candidates as long as they are qualified to hold public office under Section 79 of the Local Government Act 1972 and are not disqualified as summarised at point 3.

8. The successful candidate will sign a Declaration of Acceptance of Office before they can act as a parish Councillor.

9. The clerk will provide the new Councillor with the Council's adopted Code of Conduct.

10. The clerk will provide the new Councillor with the Council's Councillor induction pack.

Approved: 22nd July 2025

Review date: August 2027