

Latton Parish Council Co-Option Policy

Co-option is the process by which the Parish Council selects a new Councillor, and it is done as an agenda item within a Parish Council meeting.

Following a resignation, if no request for an election is received by Wiltshire Council by the date on the Notice of Vacancy, the Democratic Services Department will advise the Parish Council that it may co-opt to the vacancy.

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

Procedure

1. Latton Parish Council invites interested Candidates (who meet the qualification requirements) to complete an application form and send to the Clerk by a specified date.
2. The application form(s) is circulated to Councillors prior to the meeting.
3. At the Parish Council meeting, Candidate(s) are invited to say something about themselves, and Councillors have the opportunity to ask questions of the Candidates. Each Candidate will be allocated a maximum of three minutes.
4. Voting will be in accordance with Standing Orders by secret ballot and if more than one Candidate for a vacancy, voting will continue until one Candidate has received an absolute majority by those Councillors present. At this stage, the successful Candidate will be declared co-opted
5. Councillors will have one vote per vacancy to be filled.
6. Should no single Candidate receive a majority on the first vote, the Candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining Candidates until one person receives an absolute majority.
7. The successful candidate is a Councillor in their own right and is no different to any other member; co- option is a legitimate form of election as part of the election process.

Adopted by Latton Parish Council on April 2024