

Weybourne Parish Council

Procedure for Co-option of Councillors

Introduction: This procedure had been agreed so that the Parish Council gives the same treatment, and is fair, to all applicants and interested parties.

It is assumed that clearance has been received from NNDC Electoral Services for Weybourne Parish Council to co-opt a councillor (i.e. there has been no call for an election)

1. The Vacancy will be advertised on the notice-board *and on the website*.
2. The Parish Council will request applications in writing, enclosing a brief CV, to enable councillors to establish the areas of expertise and knowledge of the applicant.
3. All applications to be circulated to members prior to a meeting.
4. Co-option of councillor will be dealt with as an item on the agenda.
5. If possible, a decision, selecting the successful applicant, will be made, and that applicant informed at the meeting.
6. The "Declaration of Acceptance of Office" form will be signed as soon as possible, allowing the successful candidate to fully participate at the next meeting.
7. The Clerk will notify NNDC Electoral Services accordingly.

ADOPTED 2/10/13 – Item 14

Reviewed and updated 15th May 2019 Item