

LITTLE BERKHAMSTED PARISH COUNCIL

Procedure for Co-option of a New Councillor

NB. The resignation of a member must be to the chairman; the resignation of the chairman, to the council. A resignation must be given in writing and is effective upon receipt of the written notice.

1. In the event of a resignation or another reason for creation of a vacancy the clerk will immediately contact the District Council electoral registration office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) move to the co-option process step 3, otherwise the election process will be followed.
3. The co-option process will be advertised within 21 days of the end of the time for notice of vacancy.
4. The co-option notice will include the final date for acceptance of requests for consideration (21 days after the date of notice) and the number of vacancies.
5. The notice will be placed on the following noticeboards: on recreation field, at Epping Green and at Howe Green and any other future regularly used noticeboard.
6. The co-option process will be put on the parish website when possible.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. Candidates found to be offering inducements of any kind will be disqualified.
9. All candidates will be invited to put their request for consideration in writing with the following additional information: reason for wishing to be a councillor, previous community/council work, other skills they can bring to the council. It will be a condition of membership that a means of contact by telephone and/or email will be public information.
10. Discussion will take place in council session without intervention from the candidates or public.
11. A vote will then be taken by signed ballot, all candidates will be considered.
12. The applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
13. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election together with the Code of Conduct of the council. The successful candidate(s) will immediately sign their declaration of acceptance of office and can then act as councillor(s). The Register of Interest will be completed within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting the new member will be provided with a copy of the council's Standing Orders and Financial Regulations.

Adopted by the Council at its meeting held on 20 September 2006.