

## **Wendlebury Parish Council**

### **Vacancy Procedure**

Once the vacancy has arisen the notice must be displayed as soon as practicable. However, if the vacancy has arisen due to a death, it is courteous that the notice is not displayed until after the funeral has taken place.

A copy of the vacancy notice must be sent to the Returning Officer, Cherwell District Council, Bodicote House, Banbury, OX15 4AA, so that the progress can be monitored.

The vacancy notice must be displayed on the Parish noticeboard for 14 working days (not counting Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday or bank holidays). During this time 10 electors may request an election by writing to the Returning Officer.

After the 14 days, the Returning Officer will notify the Clerk in writing of the outcome. An election will only take place if 10 electors have requested it in writing.

If no election has been requested then the Parish Council must co-opt to fill the vacancy if it is not within 6 months of the Parish ordinary elections.

If a vacancy occurs within 6 months of the Parish Council's ordinary elections then the election will not be held, however, the vacancy may be filled by co-option if wished, but the Council is not obliged to do so.

### **Co-option Procedure**

If a by-election has not been called the Council may ask for volunteers to fill the co-option. It should be by a notice on the website and noticeboard asking for anyone wishing to serve as a Councillor to submit a CV and their reasons for becoming a Parish Councillor by a set date. The Parish Council will then consider all applications at a meeting.

Only Parish councillors present at the meeting may nominate, second or vote upon the person to fill the vacancy.

Councillors should be informed of the names and addresses of anyone wishing to be considered as a councillor.

Councillors must then decide if they wish to nominate any of the persons named at the meeting or any other persons known to them.

A Councillor does not have to nominate any of the persons named. Any Councillor may nominate someone for the vacancy, provided the nomination is seconded, that name may be voted upon.

Voting to fill the vacancy is done by a show of hands (unless the Council has adopted Standing Orders which allow any other form of voting in Council). If there is only one vacancy, a Councillor may only nominate or second one candidate.

The Chairman should place the names of those properly nominated into alphabetical order and take a vote. Councillors only have one vote each.

The first candidate to receive an absolute majority of those present and voting is declared elected.

Should no single candidate receive a majority on the first vote, the person with the lowest number of votes is eliminated. Voting takes place on the remainder of the candidates (one vote per Councillor) until one person receives an absolute majority.

Adopted at a meeting on 16 June 2016