



**THIS POLICY IS UNDER REVIEW AT PRESENT AND CAN BE USED AS A  
GUIDE ONLY**

**Steeple Bumpstead Parish Council  
Co-Option Policy**

On receipt of notice from Braintree District Council that the Parish Council can go ahead to co-opt for a vacancy, the Clerk is to advertise the vacancy for co-option and the Council is to fill the vacancy in a reasonable time by completing the following actions:

- The parish council is to advertise the vacancy for at least two weeks on the council noticeboard, Website and any other council media. Applicants are to contact the Clerk where possible or a Councillor expressing their interest to be co-opted.
- The applicant is to complete a form provided by the Clerk and the Clerk is to confirm eligibility.
- The Clerk is to advise the candidate of the role requirements and advise of procedure including acceptance of office declaration and declaration of Interests.
- The council will have to vote to co-opt at a properly called full council meeting. The council will be required to vote even when only considering one candidate. When more than one candidate is being considered then each council member shall vote for their choice. Candidates residing in the Local Area / Village will usually be favoured over those residing elsewhere. Should none of the candidates receive an absolute majority of votes in their favour, the candidate with the least number of votes shall be removed from the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the Chairman's casting vote. A vote shall be by show of hands, unless a paper ballot vote is requested before the co-option. Clerk to administer a paper vote. Candidates may be asked to briefly meet with the council along with other candidates or speak for 3 minutes at a council meeting and/or provide a short, written statement prior to the co-option vote. Candidates do not have to attend the meeting at which the co-option is considered. If a candidate is not in attendance, then the council must also agree to the declaration of acceptance being signed later but before the next council meeting.
- Following the co-option, The Clerk will prepare and deliver (by email where possible) a Councillor welcome pack which includes the council's Code of Conduct, Standing Orders and Financial Regulations, previous meeting minutes and some forms for completion or links to such documents. A brief explanation of these may be necessary.
- The Clerk will advise the Elections Officer and Monitoring Officer at Braintree District Council and forward the candidate's acceptance of office declaration and interests forms on to be placed on their website [CMIS > Parish and Town Councils](#).