



## CO-OPTION PROCEDURE

*A Policy for setting out the Procedure for co-opting to fill a casual vacancy either during a term of office or following an Election.*

### Introduction

- If no request for an Election is received by the Vale of Glamorgan Council by the date on the Notice of the Vacancy, the Vale Council will advise the Community Council that it may co-opt to fill the vacancy.
- The process is managed by the Community Council who must strive to demonstrate that it is fair and equitable by the following the procedure set out below.

### Procedure

- Notices to be prepared advising of the vacancy and inviting interested candidates to write, either by letter or e-mail, to the Clerk by a specified date. The letters or e-mails are forwarded to the Members of the Council ahead of the next meeting of the Community Council.
- If there is only **one** applicant for **one** vacancy, the applicant is automatically co-opted on the Community Council (provided the applicant meets the criteria laid down).
- If there are more applicants and fewer vacancies, then the Community Council will invite each applicant to attend a short interview. All Councillors can attend the interviews.
- In a closed session of the Community Council without the public present, Members consider the candidates and, following the discussion, the public are invited back into the meeting before the voting takes place.
- The Chairman will ask Members to vote on each candidate.
- Councillors will have one vote on each vacancy to be filled.
- Voting will be by a show of hands or secret ballot.
- The Candidate selected must have an absolute majority of those Councillors present.
- Should no single candidate receive a majority on the first vote, the Candidate with the lowest number of votes is eliminated and another vote takes place for the remaining candidates until one applicant receives an absolute majority.
- The successful candidate is then declared co-opted to the Community Council and will be asked to join the meeting.
- 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 elections as part of the election process.

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- There are qualifications for becoming a Community Councillor. They are:
  1. *You must be a British subject, or a citizen of the Commonwealth.*
  2. *You must be 18 years or over.*
  3. *You are a local government elector for the council area for which you want to represent or have during the whole of the 12 months preceding that occupied as owner or tenant of any land or other premises in the council area: and during that 12-month period resided in the council area (or within three miles of it).*
  
- You cannot be a Councillor if:
  1. *You are subject of a bankruptcy restriction order or interim order.*
  2. *You have, within five years before the day of election, been convicted in the UK of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine.*

**You will be required to sign a declaration to confirm that you meet the required qualifications.**

***Policy adopted by the Community Council 6<sup>th</sup> March 2024.***