

This procedure was developed in association with and under the guidance of ERYC Democratic Services Department.

The Aim of the document is to set out a procedure for Co-option of Councillors to Keyingham Parish Council which is clear, transparent and equitable.

It covers the main elements of the process which will be followed to select from a group of candidates to fill vacancies on the Parish Council, however its provisions are not exhaustive, and cannot anticipate all possible circumstances and requirements.

As such it will be under regular review and each iteration of the procedure will inform its future development and application.

### **Stage 1. PC Meeting:**

1. Inform ERYC Democratic Services and initiate statutory notice period for by-election
2. Post Statutory Notice

### **Stage 2. PC Meeting: - Process**

1. Confirm statutory notice period is concluded and that vacancies may be filled by co-option.  
*\*If notified at this stage by ERYC Democratic Services that a by-election is to be called, KPC will hand over to ERYC to manage discharge this process.*
2. Set a deadline for expressions of interest
3. Advertise as widely including the 'Forward' website, NB & Democratic Services ERYC.
4. Contact applicants and request a short (written) CV/ Statement of no more than 100 words
5. Circulate statements to all councillors prior to the meeting

### **Stage 3. Meeting: – Voting.**

*The Clerk as an independent person with no vote and no prejudicial interest will introduce and lead the process.*

1. Confirm that each Councillor has had the opportunity to read & review statements.
2. Without discussion or comment Councillors move silently to voting.
3. Each Councillor receives a ballot paper with the names of the candidates and a pencil
4. Each Councillor has a maximum of [3\*] votes (corresponding to the number of vacancies)

**Only one** vote may be used for each chosen candidate.

Councillors are encouraged to use all the votes available to them, however they may choose not to use all their votes.

The ballot paper will show the names of each candidate who has put themselves forward in alphabetical order, by second or family name.

- There will be one box against each name to place a cross or to leave blank.
5. No other marks will be placed on the paper – names of Councillors casting votes will not be used on ballot papers.
  6. Each Councillor will cast their vote(s) and fold their paper plain side outward.
  7. Ballot papers will be collected by the Clerk who will act as returning officer. as they have no vote and no prejudicial interest.
  8. The Clerk will count the votes and confirm the number of votes cast in relation to each candidate.
  9. The **3** - (*example based on number of vacancies*) - candidates with the most votes will be invited to join the PC. Candidates receiving no votes cannot be elected.
  10. In the event that two candidates are tied, a second vote will be cast by repeating the process - striking out the names of the two candidates already elected. Each Councillor will have one vote.
  11. The Clerk will count the votes. The count will be checked by the Chairman or nominee.
  12. The Clerk will declare the count and confirm the successful candidates.  
*Should this result in a second tie then the Chairman's casting vote may be used.*
  13. The process will take place 'in public' as part of the agenda of a regular Parish Council meeting – which means that any or all the candidates and any other members of the public may be present throughout the process but must remain silent and must be seated a sufficient distance from the Council table to maintain the anonymity of the voting process.

KPC confirms their commitment to discharging a fair and equitable process and to maintaining the confidentiality individuals and of the process.

14. After the meeting at which voting took place each successful candidate will receive a pack of documentation to complete, including Declaration of Acceptance which must be returned completed to the Clerk, signed and witnessed, *at or before* the first meeting which they would be entitled to attend as a Councillor.

**Stage 4. Meeting: - Co-option Confirmed.**

15. The names of the successful candidates will be shared widely as soon as declarations of acceptance are completed and their membership is confirmed.
16. New Councillors names will be put forward to ERNLLCA for Councillor Training and listed on the PC website. *This applies to all appointments, including those who may have previously served as Councillors.*