

### **Procedure for a Casual Vacancy**

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 (35 days after the date of notice) and the number of vacancies.
5. The notice will be placed on all the Parish Council notice boards (11), on its website, on its social media, and in the next newsletter.
6. All candidates will be expected to put their request for consideration in writing with the following additional information; reason for wishing to be councillor, previous community/council work, other skills they can bring to the council.
7. Discussion will take place in council session without intervention from the candidates or public.
8. A vote will then be taken by signed ballot, all qualifying candidates will be considered.
9. 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.
10. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election with the code of conduct and standing orders of the council. The successful candidates can immediately sign their declaration of acceptance of office and can then act as councillors. The Register of Interest will be filled in within 28 days and a copy passed on to the monitoring officer.