



# **RINGMER PARISH COUNCIL CO-OPTION POLICY**

## CO-OPTION POLICY

Co-option will be carried out in accordance with the Council's agreed procedures.

Prospective candidates can complete an application form (available from the office). The application is to be sent to the Clerk at least seven days prior to the meeting where co-option is to be considered by the Council.

- a The Clerk will issue copies of all applications to Members prior to the meeting.
- b At the meeting, each candidate will be invited to add to their application by speaking in front of Members for a maximum of 3 minutes, this will be done on an individual basis with any other candidates not being present. Members will be able to ask the candidate questions.
- c After all the candidates have completed their statements, Members will resolve whether to proceed with the vote. If Members agree to proceed, Members will vote by **signed** ballot. Candidates and any members of the public shall remain present. The ballot will be counted. The Clerk will announce the result of the ballot. The successful candidate will then sign the acceptance. The details of the votes for and against will not be disclosed. At the end of the meeting ballot papers are destroyed.
- d If there are more than 2 candidates for one position, then voting will take place in a series of rounds where the candidate receiving the lowest number of votes drops out until only two candidates are left.
- e The candidate receiving the highest number of votes will be offered the position and upon acceptance must sign the Declaration of Acceptance of Office before becoming a Councillor.
- f In the event of a tied vote, the Council Chairman has a second and deciding vote if he/she chooses to exercise it.
- g If Members, consider that none of the applicants are suitable they will defer the co-option and re-advertise the vacancy.
- h ANY MEMBER NOT PRESENT AT THE COMMENCEMENT OF THE CANDIDATE'S VERBAL STATEMENT WILL NOT BE ENTITLED TO VOTE ON THEIR CO-OPTION.

Adopted at Full Council meeting:	13 <sup>th</sup> June 2023
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