



Hayle Town Council

Co-Option Policy And Application Form

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken, Hayle Town Council will use the following procedure.

1) On receipt of written confirmation from the Electoral Services Office at Cornwall Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:

a) advertise the vacancy for 4 weeks on the Council notice boards and website, and place an advert in the local magazine (where time scale permits)

b) advise the Council that the Co-option Policy has been instigated, by sending an e-mail to all Councillors.

2) Applicants for co-option will be asked to:

a) submit information about themselves, by way of completing a short application form.

b) confirm their eligibility for the position of Councillor within the statutory rules, by completing the Eligibility section within the application form.

3) Copies of the applicant's application will be circulated to all Councillors by the Clerk at least seven days prior to the Extraordinary Co-Option Meeting, when the Co-option will be considered.

4) Applicants will be required to physically attend the Extraordinary Co-Option Meeting. At the meeting, the press and public will be excluded from the Co-Option process and applicants will be asked to give a short presentation explaining why they wish to become a councillor and will be asked a few questions.

5) Discussion about the applications will take place in council session without intervention from the candidates or public, i.e. closed session. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained. Councillors shall vote by card ballot. The Clerk shall record the names of members who voted on any question so as to show whether they voted for, against, or abstained. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote only if they voted in the first instance.

6) Voting procedure will be as follows. To achieve an absolute majority as per item 5, card voting will be taken individually for each candidate on the ballot paper. Voting will be For, Against or Abstain. This would be repeated until all candidates have been voted upon. Item 5 of this Policy will be applied until an absolute majority has been achieved by one candidate. If no absolute majority is achieved, then no candidate will be elected.

7) After the vote has been concluded, the Chairman will re-open the meeting to the press and public and declare the successful candidate(s) duly elected. The successful candidate will join the council as a councillor(s) after signing the Declaration of Acceptance of Office of Town Councillor form.



Hayle Town Council

Application to Fill a Casual Vacancy for a Councillor

To stand for election to become a Town Councillor you must

be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union

You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, **any** of the following are true:-

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales).

If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.

Full name	Title: First name: Other names: Surname:
Address	Phone: Email:
Will you be at least 18 years old on the date of the Meeting	Yes / No
<p>In order for your eligibility to be confirmed please tick all of the following that apply to you</p> <p>For full detail on eligibility please refer to Cornwall Council's electoral officer.</p>	<ol style="list-style-type: none"> 1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input type="checkbox"/> 2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/> 3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input type="checkbox"/> 4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election <input type="checkbox"/>
Please indicate in no more than 500 words why you would like to join the Town Council	

What do you personally feel the role of a Town Councillor to be?

What do you feel are this councils strengths and weaknesses?

How would you personally be able to build on these?

What qualities, skills and experience do you have to offer to this council?

Why do you want to be a Town Councillor?

Please provide any additional information you feel would support your application to be a Town Councillor (you can continue on additional sheets if needed).

<p>You would be disqualified from being a Councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.</p>	<p>I am not aware of any disqualification to my serving as a Councillor</p> <p>Signed:</p> <p>.....</p> <p>.....</p>
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I confirm the above information is correct to the best of my knowledge.

I also confirm that by signing I am confirming that Hayle Town Council may process my personal data for the purposes of this application under the GDPR.

Signed :

Date:

Please return completed form and any supporting information to:

Town Clerk
 Hayle Town Council
 Hayle Community Centre
 58 Queensway
 Hayle
 TR27 4NX

Or email to info@hayletowncouncil.net

