



## **Casual Vacancies and Co-option**

When a seat becomes vacant the Clerk will advise the Council at the next Full Council meeting.

The vacancy will then be declared to Telford and Wrekin Council democratic services and a notice displayed in the Parish Council notice board, on the Parish Council website and in any other location as practical. If an election is not called the council can fill the casual vacancy by co-option.

### **Procedure for co-option**

Interested applicants will be sent an application form, a copy of the person specification guide and a copy of the procedure for co-option.

At the next scheduled Full Council meeting, candidates will be given the opportunity to speak. Members will then be asked to vote by means of a signed ballot paper for their preferred candidate. To be selected the candidate must receive a majority of all votes; if an absolute majority is not reached in the first round the candidate with the least votes will be removed from the ballot and another vote taken. This process will continue until one candidate receives the majority of votes.

The successful candidate will be asked to sign a declaration of acceptance of office prior to taking office.

Approved by Council March 2018

Review March 2020