

Stroud Town Council Procedure for Conducting Co-options

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise on the Council's website, social media and noticeboards in or close to the relevant ward notifying there is a vacancy with the reason for it and confirming there is to be a co-option.

The advertisement must also state the rules for eligibility and direct interested parties to complete and submit an application form to the Clerk confirming their eligibility to sit on the Town Council. The advertisement will direct applications to more information about the application process, the application form and guidance on what is involved in the councillor's role and the council's policy on expenses. Applicants will be encouraged to contact the Clerk if they have any questions.

There will be a deadline for responses of not less than 6 weeks from the date of the advertisement, ending no less than one week before the date of the meeting when the co-option is to be made, which will be stated in the advertisement.

Nominees must be made aware that canvassing of Council members will disqualify them from standing for the vacancy.

At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 5 minutes and answer questions from Councillors. When all of the nominees have spoken the Chair shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow.

The voting process will follow standing order 8(a) below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

In the event that no candidates receive an absolute majority of the vote the application process will be restarted.

b) After the full Town Council Elections

In the event of vacancies following the close of nominations for the full Town Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Town Council meeting.

Standing Order 8a: Voting on Appointments

All voting on appointments will require an absolute majority of votes in the candidate's favour. Voting will be conducted by a secret ballot.

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairperson of the meeting.