

Post-elections Procedure for co-option of a new Councillor

1. Elections to membership of the Parish Council are held every four years.
2. In the event of fewer candidates standing for election than there are seats available, then those candidates validly nominated will be elected unopposed and the remaining seats will be filled by co-option at the earliest opportunity and within 35 working days following the fourth day after the election.
3. Publicity posters advertising the vacancy/vacancies will be displayed on the notice boards and on the website.
4. The notice of co-option will be put into the parish newsletter if possible.
5. Members may point out the vacancies and the process to any qualifying candidate(s).
6. Candidates found to be offering inducements of any kind will be disqualified.
7. All candidates will be expected to put their request for consideration in writing, using the standard form below, obtained from the clerk or from the website, along with the following additional information where applicable: - reason for wishing to be councillor, previous community/council work, and other skills that will be appropriate to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information.
8. The completed co-option request forms will be circulated to parish council members in advance of the meeting at which the co-option will be discussed. Discussion will take place in public council session without intervention from the candidates or public.
9. A resolution may be put at this stage that the vote be not taken at this stage but may be deferred whilst further enquiries are made.
10. A vote will then be taken either by a show of hands or by signed ballot, whichever is requested by a majority of members; all candidates will be considered.
11. If there are more applicants than seats, then 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.
12. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for selection, plus a copy of the members' code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. They are to be reminded that their entry to the Members' Register of Interests must be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting a copy of the Freedom of Information Act publication list and a copy of the Financial Regulations will be issued to the newly co-opted member(s).
13. There will be opportunities for training during the subsequent term of office.

Catshill and North Marlbrook Parish Council

Co-option to the Parish Council

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **Clerk to the Council, Parish Council Office, Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ**, or by e-mail to clerk@catshillandnorthmarlbrook-pc.gov.uk with a covering letter detailing how your experience and skills will be of benefit to the Parish Council. You are deemed to have read and understood the accompanying sheets 'Post-Elections Procedure for co-option of a new Councillor' and the supporting information.

NAME : (Mr/Mrs/Other).....

ADDRESS:

.....

E-mail address:.....

Telephone: landline..... mobile.....

Qualifications (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered as a Local Government Elector for the area of Catshill and North Marlbrook Parish Council? YES / NO
2. During the whole of the last 12 months have you resided in the Civil Parish of Catshill and North Marlbrook, or within 3 miles (4.8 kilometres) of it? YES / NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Civil Parish of Catshill & North Marlbrook? YES / NO
4. During the whole of the last 12 months has your main place of work been within the Civil Parish of Catshill & North Marlbrook? YES / NO

Disqualifications (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council? YES / NO
2. Have you ever been surcharged by the District Auditor for £500 or more? YES / NO
3. Have you ever been disqualified by a Court from holding Public Office? YES / NO
4. Have you ever been declared bankrupt? YES / NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? YES / NO
6. Have you ever been found guilty of corrupt or illegal practices under Election Laws? YES / NO

Signed Date

Catshill and North Marlbrook Parish Council

www.catshillandnorthmarlbrook-pc.gov.uk

**Catshill Village Hall, Golden Cross Lane
Bromsgrove B61 0JZ**

**Tel: 01527 873266 /
07813 671899**

Co-option Supporting Information

There are no formal qualifications needed to become a Councillor. However, as the Parish Council is a statutory body, to stand validly nominated you must fulfil the following:

You must be:

- 18 years of age or over at the date of nomination;
- a Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community and
- a local government elector within the parish; or
- have worked in the parish for the last 12 months; or
- have lived in the parish, or within three miles of it, for the last 12 months; or
- owned land/property in the parish area for the last 12 months.

You cannot stand if:

- You are disqualified from being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972 or section 79 of the Local Government Act 2000.

It is desirable for members to have an interest in and understanding of local affairs and the local community, with a willingness to represent the Council and its residents and the ability to communicate clearly and effectively. Members should be willing and able to work with the parish council's partners such as local charities and voluntary groups, other parish councils and principal authorities as well as with fellow members.

The Parish Council's Members' Code of Conduct, provided with this application form, relates to the standards required of members of the Council and includes an outline of the Ten General Principles of Public Life.

If your application to be co-opted is successful you will be required to complete the Members' Register of Interests. The completed forms are held by the Monitoring Officer at Bromsgrove District Council and published on their website with a link to the parish council's website. A blank copy is provided with this application form.

As a councillor you will be expected to attend all scheduled meetings; Catshill and North Marlbrook Parish Council meets ten times per year, on the last Thursday evening of each month excepting August and December. The various committees will meet at other times and report to the full council meetings. Basic councillor training will be available.

More information about the parish council can be found on the website at:

www.catshillandnorthmarlbrook-pc.gov.uk

For any further information please do not hesitate to contact the Clerk to the Council, Gill Lungley on 01527 873266 (landline) or 07813 671899 (mobile).

As at 14th May 2015