

Wokingham Without Parish Council



Co-option Policy

If the Council, having advertised a vacancy as required by law, and no election having been requested, are to co-opt a member, the following procedure will be used unless otherwise decided by the Council.

When the Borough Council officers confirm that no poll has been claimed, the Clerk will, within three working days send notice to members requesting nominations, and advertise the vacancy on the Council's notice boards. The co-option of a new member to fill the vacancy will be considered by the next meeting of Council unless there are less than fourteen clear office working days between the date of the Borough Council's confirmation and the next meeting in which case it will be considered at the subsequent meeting.

The clerk will check the eligibility of those nominated, and of any other persons expressing a wish to be considered, and a week before the meeting invite them (even if only one person) to attend to speak for a maximum of two minutes in support of their co-option. Any candidate who is unable with good reason to come to the meeting, may submit a written application, which will be read to the selection meeting. The clerk may seek to find a member prepared to nominate any volunteer.

Late nominations will be accepted up to the time of the start of the selection meeting, provided this does not take the number of candidates above six but all candidates must be proposed by a member of the Council to be considered, so all applicants are advised to provide some information about themselves if they have not already secured the nomination of a member. Only if no nominations at all are received by the start of the meeting, may the Council co-opt a person nominated at the meeting.

Candidates will be asked to address the Council in the absence of the other candidates. After all candidates present have spoken, they will be asked to withdraw from the meeting while the Council discusses and votes to select a candidate. All applicants will be advised as soon as possible after the meeting as to the outcome.

If there are more than six candidates by three days before the meeting, the Chairman of the Council may agree a selection procedure to reduce the number of candidates invited to speak to six. The Council is not bound to co-opt any candidate. A co-optee must by law be elected by a majority of the Council present at the meeting.

The successful candidate will be sent the Council's Standing Orders and Code of Conduct, and any other appropriate information, and required to deliver their Declaration of Acceptance at the next full meeting of the Council.