

## **BEWERLEY PARISH COUNCIL**

### **Standing Order No. 4.**

#### **Internal Procedures for filling Casual Vacancies by co-option**

1. Detailed procedures on filling a casual vacancy are outlined in Chapter 6( Sections 6.11-6.15) : The Local Council and its Members.  
“Local Council Administration” (Charles Arnold-Baker) 8<sup>th</sup> edition.
2. After public notification of a vacancy, there is an opportunity for the electorate to call for a bye-election, if ten electors claim a poll within 14 days. (not counting weekends and public holidays).
3. If no poll is claimed in time, council should fill the vacancy by cooption as soon as practicable. It must do this if the period of vacancy has six months or more to run. It may, but is not bound to do so, if less.
4. The council will re-publicise the vacancy, giving a time limit for applications to be made (usually between three-four weeks).
5. Applicants will be asked to submit (in writing) a curriculum vitae, stating why they wish to be considered and what skills they hope to bring to the work of the council.
6. Copies of their applications will be circulated to all councillors.
7. All candidates will then be asked to attend the first available meeting of council to enable questioning by Councillors to take place in full council. (This item will be the first item on the Agenda for that meeting). Applicants will be asked to withdraw whilst voting takes place.
8. Secret voting will take place with the clerk acting as teller. If several candidates are involved, it is likely that several rounds of voting will ensue as those attracting the least votes are withdrawn. A successful candidate must have received an absolute majority vote of those present and voting. (see item 6.15, Charles Arnold-Baker).
9. In the event of a draw between the final two candidates, the Chairperson would have the casting vote.
10. The successful candidate would then be invited to join council immediately for the rest of the meeting and subsequently the decision of council notified to the Electoral Division of the Borough Council.

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