

BOOTLE PARISH COUNCIL

CO-OPTION POLICY

The following procedure shall apply when a vacancy becomes available on Bootle Parish Council.

- 1) The process for co-option must be open and transparent.
- 2) The Vacancy will be advertised within the Parish
- 3) The advertisement to co-opt shall:
 - 3.1 Explain the need for co-opting
 - 3.2 Method by which people can express and interest
 - 3.3 A deadline for applications
 - 3.4 Further information available on the website/Facebook page to obtain an application form, co-option procedure and further information about the roles and responsibilities of the council.
- 4) Eligibility of the applicants will be confirmed by the clerk.
- 5) All eligible applicants shall be invited to attend the next full council meeting following the application deadline and notified of the date of the meeting and co-option process by letter.
- 6) All councillors will receive copies of the candidate applications following the application deadline.
- 7) An Agenda item will be set aside for applications to make a brief verbal presentation to members outlining their relevant skills and experience. Each applicant will be allocated a maximum of five minutes.
- 8) The Chair will then request those councillors present to nominate any of the applicants. Applicants will require a proposer and seconder to progress to voting stage.
- 9) The Chair will then place the names of those nominated in alphabetical order and proceed to vote.
- 10) The Parish Council will appoint the co-opted members by voting. The voting procedure is as follows:
 - 10.1 A successful candidate must have received an absolute majority vote by those councillors present.
 - 10.2 It follows that if there are more than two candidates for a vacancy and no one of them at the first count receives a majority over the rest, steps must be taken

to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.

10.3 This process must, if necessary, be repeated until an absolute majority is obtained.

10.4 If there is more than one vacancy and the number of candidates equals the number of vacancies all the vacancies may be filled by a single resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

10.5 The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.

11) The co-opted members will be asked to sign a Declaration of Acceptance of Office. They may then take their seat at Council.