



# Emersons Green Town Council

## **CO-OPTION POLICY**

Following a public notice of a casual vacancy and confirmation from South Gloucestershire Council that there has been no call for an election, Emersons Green Town Council (EGTC) may fill the vacancy by co-option.

The vacancy may be filled by anyone meeting the eligibility criteria as set out in Local Government Act 1972 s79 and providing they are not disqualified (LGA 1972 s 80).

EGTC must be satisfied that each candidate is eligible to be co-opted and thereafter a fair and transparent process must be followed to assess the suitability of each proposed candidate.

1. The vacancy is advertised, inviting applications over a six-week period. The closing date will be clearly stated.
2. In the event of no applications being received, the closing date will be extended for consecutive four-week periods.
3. The initial application will be a letter (or email) to the Clerk detailing interests, and community involvement (past or present), and reasons for their application.
4. These applications will be circulated to all Council members in advance of the next full Council meeting and their consideration placed on the agenda.
5. Selected candidates will then be invited to give a short address and answer any questions at the following full Council meeting. A meeting specifically for this purpose may be called instead if members wish.
6. Any candidate unable to attend the specified meeting is discounted but may reapply in the event of the vacancy being re-advertised.
7. A vote per vacancy is taken following the last candidate's presentation. Each member has one vote per vacancy.
8. In the event of the votes being equal, the Chairman has the casting vote.
9. The Clerk will inform each candidate of the decision and invite the successful applicant/s to complete their Acceptance of Office and Declaration of Interests.