



COVINGHAM PARISH COUNCIL

Co-Option Policy

As with many smaller parish councils, there are often vacant councillor seats and these gaps can be filled by co-option. This does not require an election and allows an applicant to apply to be co-opted and then for a vote to be held by the sitting Councillors.

To be eligible to join a Parish Council you must be at least 18 years old, a qualifying citizen (British, Commonwealth, or EU) and meet at least one of the following four criteria.

- You are, and will continue to be, registered as a local government elector for the parish.
- You have lived in the parish, or within three miles of its boundary, for the whole of the 12 months before your nomination and co-option day.
- Your main or only place of work for the past 12 months has been in the parish.
- You have owned or tenanted land or other premises in the parish for the past 12 months.

N.B - Whilst you do not have to live in the parish to be a co-opted parish councillor, priority will always be given to residents of Covingham.

The following process outlines the steps for co-option:

- Anyone interested in being co-opted on to the Council should email the Clerk formally stating that they would like to be considered.
- The Clerk will respond providing basic information about the council and its responsibilities and inviting the person to attend the next meeting of the Parish Council.
- An item will be added to the Agenda to consider co-option of a Parish Councillor
- The applicant will be asked to introduce themselves at the meeting explaining why they wish to be a councillor and outline what they would bring to the role for the benefit of the community. There will be an opportunity for the current Councillors present to ask any questions.
- A vote will then be held with a majority needed to fill the vacancy.
- The successful applicant will then complete an acceptance of office form, a declaration of interests form and, if a Covingham resident, complete a request for a dispensation. All Councillors are expected to abide by the Council's Code of Conduct.