

Roydon Parish Council

Co-option Policy

**Adopted by Roydon Parish Council on 24th June 2025
Next review due: June 2028**

1. Purpose

This policy outlines the procedure for co-opting a new member to Roydon Parish Council in the event of a casual vacancy that cannot be filled through a by-election.

2. Legal Context

Under the Local Government Act 1972, if no election is requested within 14 working days of a casual vacancy notice, the Parish Council is required to fill the vacancy by co-option.

3. Notification of Vacancy

A notice of vacancy will be published on the Parish Council noticeboards and website. If an election is not called, the Council will begin the co-option process.

4. Application Process

- Interested candidates must submit a written application stating their interest and confirming eligibility to be a councillor.
- Applications must be received by a specified deadline provided by the Parish Clerk

5. Eligibility Criteria

Applicants must meet at least one of the following:

- Be registered as a local government elector for the parish;
- Have lived in the parish or within 3 miles of it for the past 12 months;
- Have occupied land or premises in the parish for the past 12 months;
- Have their principal or only place of work in the parish for the past 12 months.

Applicants must also not be disqualified under the Local Government Act 1972 or related regulations.

6. Selection Process

- Applications will be considered at a Parish Council meeting.
- Each eligible candidate may be invited to speak briefly.
- Councillors will vote by show of hands or paper ballot (at the Chair's discretion).
- A candidate must receive an absolute majority of votes to be co-opted.

7. Co-option Decision

The successful candidate will be formally co-opted by resolution of the Council and must sign a Declaration of Acceptance of Office and Register of Interests.

8. Confidentiality and Data Protection

All personal data submitted during the application process will be handled in line with GDPR and used solely for the purposes of filling the vacancy.