

# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL CO-OPTION POLICY\*

## 1 Introduction

1.1 This Co-option Policy is to ensure that there is compliance with legislation. Also sets out the procedures for the co-option of members to the Town Council.

1.2 A casual vacancy occurs when

- A councillor fails to make his declaration of acceptance of office at the proper time
- A councillor resigns
- A councillor becomes deceased
- A councillor becomes disqualified
- An election being declared void
- A councillor fails for six months to attend meetings of a council, committee or sub-committee or to attend as a representative of the Council a meeting of an outside body unless for reasons approved by Council.

1.3 The Town Council will notify Powys County Council of a Casual Vacancy. Then the Town Council will declare and advertise the vacancy and give electors the opportunity to request an election. This occurs if ten electors from the ward write requesting an election. If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

## 2. The Policy

2.1 If an election is not requested then the Town Council is able to co-opt a volunteer.

2.2 The Town Council will issue a public notice about the filling of vacancies by co-option.

## 3. Eligibility

3.1 To be eligible to become a Town Councillor individuals must –

- Be over 18 of age and is a UK, EU or Commonwealth citizen and is registered to vote in Newtown & Llanllwchaiarn
- In addition, they are qualified if they have resided in the locality or within three miles or occupied as owner or tenant any land or premises or had their principal or only place of work there for the last 12 months.

**3.2** A person is disqualified from being a Town Councillor if within five years before his/her election or since election:

- He/she has served a prison sentence (including suspended sentences) of three months
- Has been adjudged a bankrupt
- Is an employee of the Town Council
- Is disqualified under other legislation.

#### **4. Applications**

**4.1** Applicants for co-option will be asked to submit information about themselves by completing a short application form (Appendix 1) and submitting a personal statement of no more than 300 words.

**4.2** Copies of the application forms and personal statements will be circulated to all Members for consideration at a meeting of the Town Council. At the meeting of the Town Council consideration of applications will be dealt with in public session.

**4.3** Applications may be withdrawn up to the time of voting for co-option.

#### **5. Voting Process**

**5.1** If only one candidate applies to be co-opted then the council will resolve, that candidate is to be co-opted unopposed.

**5.2** If there is more than one ward with a vacancy the order they will be considered will be determined by lots.

**5.3** If there is more than one candidate, the candidates will draw lots to see who speaks first to the Council.

**5.4** Each candidate will be invited to speak to the Council in the order of the draw (or speak again if they want to, if the opportunity exists for consideration for another ward). Any remaining candidates will be asked to leave the room whilst others are addressing the council.

**5.5** Any questions to the candidates should take no more than 5 minutes and the Town Clerk will control this time. Standard questions to the candidates are encourage if questioning takes place.

**5.6** Voting will follow to the statutory requirement that a successful candidate must have received an absolute majority vote of those present and voting.

- If there are more than two candidates for one vacancy and no one receives an absolute majority over the aggregate votes given to 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.
- For example, if Candidate A receives four votes and Candidates B and C receive two each, Candidate A is not elected as he has the same number of votes as B and C together. In such a case, it is necessary to conduct a ballot between the tied candidates to eliminate one of them.
- In the case of a tie at such a point the Chair would have a casting vote.

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

**5.8** In each round of voting Councillors will be provided with ballot papers and have one vote each.

**5.9** Ballot papers will be collected by the Town Clerk who will then count, record and publically declare the votes using the Verification and Count Sheet at Appendix 2.

**5.10** In the event of a tie of the last two candidates the Chair will have the casting vote.

## **6. Acceptance of Office**

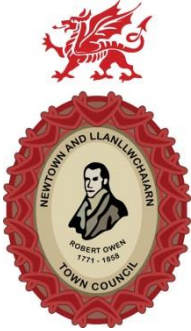
**6.1** Co-opted councillors may take office and exercise their rights as a member of the council upon signing Acceptance of Office. This will be offered after all potential co-options have been considered.

This Council first adopted the Policy for Co-option at its Council meeting on  
.....28/9/15.....

Version No.....280915/3...

Review Date = Every 3 years

Amended or Reviewed	Date	Version No	Who
Approved	28/9/15	280915/1	Richard Edwards
Reviewed & Amended	22/2/16	280915/2	Linda Woodward
Reviewed	30/1/17	280915/2	Richard Edwards
Reviewed & Amended	28/1/19	280915/3	Sue Newham



## Newtown & Llanllwchaiarn Town Council

### Application for Co-option to the Town Council

Ward Name North/ East/ South/ West/ Central Vacancy Declaration Date.....  
(please delete those not applicable) Date of Council Meeting.....

Name: .....

Address for Correspondence.....  
.....

Telephone Number(s)  
.....

E mail .....

#### Eligibility

The Town Council is able to consider any person to fill a vacancy provided that:

- He/she is over 18 years of age
- Is a UK, EU or Commonwealth citizen
- Is registered to vote in Newtown or has lived or worked in Newtown (or within three miles of its boundary) for one year

A person is disqualified from being a Town Councillor if within five years before his/her election or since election:

- He/she has served a prison sentence (including suspended sentences) of three months or more within the last five years
- Has been adjudged a bankrupt
- Is an employee of the Town Council
- Is disqualified under legislation

I confirm that I am eligible to apply for the vacancy of councillor on Newtown & Llanllwchaiarn Town Council in accordance with the above provisions:

..... (Signed)

Date.....

Please return this form with your personal statement (no more than 300 words) to:

The Town Clerk  
The Cross  
Broad Street  
Newtown  
Powys SY16 2BB



### Newtown & Llanllwchaiarn Town Council

### Verification and Count Sheet

#### VERIFICATION

Number of Councillors voting: .....

Number of Candidates: .....

#### COUNT

Name of Candidates	Number of Votes
Total Number of Votes	
No. Spoilt Papers	

Signed Town Clerk .....

#### DECLARATION

The Chair declared that following the \_\_\_\_\_ ballot

\_\_\_\_\_ was elected as a Councillor having

received a total of \_\_\_\_\_ votes.

OR

The Chair declared no overall majority on the first ballot with the following candidates going forward to a second or more ballots:

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