



Millom Town Council – Co-option Policy

Reviewed by Full Council: March 2021 Revision Date: March 2025

The following procedure shall apply when a vacancy becomes available on Millom Town Council.

- 1) The process for co-option must be open and transparent.
- 2) The Vacancy will be advertised within the town.
- 3) The advertisement to co-opt shall:
 - 3.1 Explain the need for co-opting
 - 3.2 Method by which people can express 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. If there is more than one vacancy, candidates will be asked to nominate a ward in which to be co-opted.
- 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 Town 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 off 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 and a Declaration of Acceptance of the Town Council Constitution. They may then take their seat at Council.

Signed: _____
Chair of Millom Town Council

Dated: 31st March 2021