

Outline of Co-option Process

1. The vacancy is advertised
2. Application forms and supporting information is made available
3. Completed application forms are returned to the Town Clerk
4. Application forms (address, email, phone numbers etc redacted) are published as part of the agenda for the Town Council meeting (please note this means the information will be available on-line etc)
5. Applicants attend the Town Council meeting (4 December 2023 starting at 19:15hrs) and give a 5 minute presentation (maximum duration) to introduce themselves, give information on their background and experience and explain why they wish to become a Member of North Petherton Town Council.
6. Councillors may ask questions of the candidates.
7. When all candidates have finished giving their submissions, the council may discuss the applications (without intervention from the candidates or members of the public).
8. The Council will then proceed to the voting stage of the process.
9. A candidate must be proposed and seconded by a Councillor, any candidate who is not proposed and seconded will not proceed any further in the process.
10. the voting will be between all of the candidates who have been duly proposed and seconded. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
11. Councillors have 1 vote in each round of the voting process except in the case of an equality of votes where the meeting Chairman of the meeting has a second, casting, vote.
12. In order for a candidate to be co-opted onto North Petherton Town Council, it is necessary for them to obtain an absolute majority of votes available **(this is a legal requirement)**.
13. If an absolute majority of votes is not attained by either of the final two candidates remaining in the voting process, the vacancy will remain unfilled.

14. After the vote has been concluded, the Chairman will declare the successful candidate(s) duly co-opted. They will be invited to sign their declaration of acceptance office and then take a place at the meeting table and contribute to the debate of any remaining agenda items however they will not have a vote as they were not summoned to attend the meeting.
15. The Clerk will notify Electoral Services of the new Councillor appointment.
16. The successful candidate(s) must complete their 'registration of interests' within 28 days of being elected

Note: Candidates may remain in the room and listen to other candidates and also be present during the voting process but they will not be penalised if they only attend the meeting in order to give their presentation and request the Town Clerk to notify them of the outcome of voting.