



# MANNINGTREE TOWN COUNCIL

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## **Co-Option Policy**

Manningtree Town Council has adopted the following co-option procedure:

1. As soon as possible after a vacancy becomes available, to advertise that a co-option will be made and the date of the meeting when it will occur;
2. To ensure the advertisement is published on local notice boards, on the town council website and in the local press;
3. The council will ask potential candidates to attend a meeting and speak for 5 mins maximum on why they want to be a Councillor. The council may also ask for a CV or a statement of not more than 1 side of A4 paper;
4. At the agreed Council Meeting, the Councillors will vote and agree to co-opt by an absolute majority decision of the Council;
5. As soon as the person is co-opted they will sign the Declaration of Acceptance of Office and can then act as a Councillor.