

- 1) When the item of Co-option is reached, the Chairman should call for nominations.
- 2) Each nomination should be duly proposed and seconded. It is usual for the candidate's names to be put in alphabetical order.
- 3) A letter of interest from each candidate can be read out to the meeting and/or those proposed can decide to address the council.
- 4) Prospective candidates must fulfil the same criteria requirements as those for qualifications for candidature for an election, see LGA 1972, sections 78 and 80).
- 5) When all the nominations have been received and heard a vote should be taken (Voting in council on casual vacancies is recommended).
- 6) A successful candidate should have received an absolute majority vote of those present and voting where the co-option takes place.
- 7) It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- 8) 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 composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.
- 9) After the vote has been taken, the Chairman should declare the candidate who received the highest number of votes duly elected.
- 10) The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Town Council following their election, in the presence of a member of the Parish Council or the Proper Officer of the Parish Council.