

**FELTHORPE PARISH COUNCIL  
CO-OPTION POLICY**

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In the event of the Parish Council being required to fill a vacancy via the co-option process:

1. the Clerk will advertise the vacancy within the Parish (on the noticeboard and on the Parish Council website)
2. within 14 days of the date of the Notice interested persons should register their interest with the Clerk and provide a short brief outlining why they feel they are a suitable person for the role of Parish Councillor.
3. Notice of the intention to co-opt to the vacancy will be given in the agenda of the Parish Council.
4. at the relevant item on the Parish Council meeting agenda the Chairman will request those Councillors present to vote for the candidate(s) who have put themselves forward. Councillors will have one vote per vacancy to be filled. Voting will be by submitting a signed vote on paper to the Clerk and will continue until one candidate has received an absolute majority of the votes cast. At that stage the successful candidate will be declared elected. Should no single candidate receive a majority on the first vote the candidate with the lowest number of votes is eliminated. In the event of a tie the Chair will have the casting vote. Voting will then take place on the remaining candidates and continues until one person receives an absolute majority (defined as more than half the votes cast). In the event of a tie the Chair has the casting vote. The successful candidate is then declared co-opted.
5. the successful candidate will be summoned to attend the next meeting at which they will sign the appropriate declarations.