



Co-Option of a Parish Councillor – The Process

Adopted 11th May 2026

The posting of a notice on the Parish Council notice-board/website that a vacancy has occurred that is to be filled via co-option and inviting anyone interested to complete an application form and write to the Parish Council, giving reasons why he or she would like to be co-opted onto the Council. This will have a CLOSURE DATE.

At the next PC meeting (which can be an general or extraordinary meeting), the Clerk then reports any applications and letters received to the PC. The PC must then decide to either:

- a) co-opt directly or
- b) invite applicants to appear at the next PC meeting for an interview.

a) **co-opt directly** - PC will co-opt directly via public vote by councillors via show of hands at next called meeting (which can be an general or extraordinary meeting).

b) **invite applicants to appear at the next PC meeting for an interview** – all candidates are invited for an interview with the PC at the next called meeting (which can be a general or extraordinary meeting), then a public vote by councillors via show of hands is taken.

If route b) is decided upon by the PC then all applicants invited to speak to the council prior to any voting must be provided with a prepared interview form as it is imperative that all applicants are treated alike in order that the arrangements are seen as fair. Applicants under such arrangements should be discouraged from any personal lobbying.

Once the PC have decided on their preferred route:-

- a) Notice of the election should be given in the agenda for the meeting of the Parish Council.
- b) When the item is reached, the Chairman should call for the nominations, which should be duly proposed and seconded.
- c) When all the nominations have been received a vote should be taken. It is usual for the candidate's names to be put in alphabetical order. This is done on a show of hands.
- d) After the vote has been taken, the Chairman should declare the candidate who received the highest number of votes duly elected.

The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Parish Council following his election in the presence of a member of the Parish Council or the Proper Officer of the Parish Council. The declaration is then retained in the parish records.

Qualifications for Candidature

To be qualified to be elected a member of a parish council a person must be 18 years of age or over, and a British subject or citizen of the Republic of Ireland, and either:

- (i) be a local government elector of the parish, or
- (ii) have during the whole of the twelve months preceding the day on which he is nominated as a candidate occupied as owner or tenant any land or other premises in the parish; or
- (iii) his principal or only place of work in the twelve months preceding the day on which he is nominated as a candidate have been in the area of the parish; or
- (iv) have resided either in the parish or within 3 miles thereof during the whole of the 12 months proceeding the day on which he is nominated as a candidate.

There are certain disqualification's for election, of which the main (see S5.80 of the Local Government Act 1972) are: -

- (a) holding a paid office under the local authority;
- (b) bankruptcy;
- (c) having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the potion of a fine during the five years preceding the election; and
- (d) being disqualified under any enactment relating to corrupt or illegal practices.

This policy was produced in May 2011 and will be reviewed annually in May