SANCTON PARISH COUNCIL

Co-option Procedure

Sancton Parish Council comprises 9 Councillors. A casual vacancy must be notified to East Riding of Yorkshire Council (ERYC) which will put the electoral process into action and they will ask the Clerk to issue a public notice asking if ten electors wish for an election to be called. If none is called, the council can only commence a co-option process when it has been informed by ERYC that it may do so.

Should a vacancy for a Councillor become available the following procedure will be used to co-opt a new Member.

1. As per the advice received from East Riding & Northern Lincolnshire Local Council Association, whilst it is technically a decision of council when to advertise, it is an operational matter for the Clerk to undertake so as there is no delay in advertising.
2. The council should move to fill a vacancy as quickly as possible. To this end there will need to be a cut-off date for applications. This date, for practical reasons, could be the day before the agenda is issued. in
3. A notice detailing any vacancy for Councillor will be posted on the notice boards Low Street, (www.sanctonparishcouncil.gov.uk). Houghton Lane and website
4. Anyone wishing to become a Councillor is encouraged to attend a Parish Council meeting in order to familiarise themselves with what is involved, before deciding whether to make an application.
5. Sancton Parish Council encourages potential applicants to contact either the Clerk, or one of the existing Councillors to discuss the role.
6. Applicants will be required to complete the Co-option Form and short question sheet and should request these from the Clerk and return them within 7 days. NOTE: It is the applicant's responsibility to ensure they meet the eligibility criteria to hold office.
7. The Clerk will inform Councillors of any applications received.
8. The Clerk will inform the applicant(s) of the date of the meeting that the Co option will be discussed and the decision made, and the applicant will be invited to attend.
9. Applicants will have the opportunity to speak in the Open Forum of that meeting, should they wish to, in order that they may inform the Council further of their suitability to become a Councillor. Councillors may wish to ask questions.
10. Councillors need to resolve that all candidates should be put forward for selection. This will be by way of a proposer and a seconder. At this stage councillors are not

showing support (or otherwise) for any candidate, they are merely voting to progress the co-option procedure.

11. Councillors then vote on each candidate, although councillors are not obliged to vote on any candidate.
12. Where there are more than two people for one place, the winning candidate must have a clear majority over the others. This may necessitate more than one round of voting.
13. Where there is a tie, the Chair MUST give a casting vote.
14. When a winning candidate is declared, this is simply noted by council.
15. The successful candidate will be required to complete the Declaration of Acceptance of Office, and a Register of Interests, and will be provided with copies of Council policies and procedures by the Clerk.
16. Successful candidates will hold office until the next ordinary elections.
17. Where vacancies remain unfilled it is a matter for the council to decide on the frequency of re-advertising.

This procedure was adopted at the meeting on the 15th September 2025.

Next Review Due: September 2026