



MONTGOMERY TOWN COUNCIL

CYNGOR TREF TREFALDWYN

Co-option Policy

1. This Co-option Policy is to ensure that there is compliance with legislation. Also sets out the procedure for the co-option of members to the Town Council.

A) A casual vacancy occurs when

- A councillor fails to make his declaration of acceptance of office at the proper time
- A councillor resigns
- A councillor has deceased
- A councillor becomes disqualified
- An election being declared void
- A councillor fails for six months to attend meetings of a council or committee

B) The Town Council will notify the Unitary Authority of a Casual Vacancy. Then the Town Council will declare and advertise the vacancy and give electors the opportunity to request an election. This occurs if ten electors from the ward write requesting an election. If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

The Policy

2. If an election is not requested then the Town Council is able to co-opt a volunteer

A) The Town Council will issue a public notice about filling of vacancies by co-option.

Eligibility

3. To be eligible to be a Town Councillor an individual must-

- Be over the age of 18, a UK, EU or Commonwealth citizen and is registered to vote in Montgomery
- They are qualified if they have resided in the locality or within three miles or occupied as owner or tenant any land or premises or had their principal or only place of work there for the last 12 months.

- A) A person is disqualified from being a Town Councillor if within five years before his/her election or since election:
- He/she has served a prison sentence (including suspended sentences) of three months.
 - Has been adjudged a bankrupt
 - Is an employee of the Town Council
 - Is disqualified under other legislation

Applications

4. Applicants for co-option will be asked to submit information about themselves by completing a short personal statement.
- A) Copies of the personal statement will be circulated to all Members for consideration at a meeting of the Town Council. At the meeting of the Town Council consideration of applications will be dealt with in public session.
- B) Applications may be withdrawn up to the time of voting for co-option.

Voting Process

5. If only one candidate applies to be co-opted then the council will resolve, that candidate is to be co-opted unopposed.
- A) If there is more than one candidate, the candidates will be allowed to speak in alphabetical order.
- B) Each candidate will be invited to speak to the Council. Any other candidates will be asked to leave the room while others are addressing the council.
- C) Any questions to the candidates should take no more than 5 minutes and the Town Clerk will control this time. Standard questions to the candidates are encouraged if questioning takes place.
- D) Voting will follow to the statutory requirement that a successful candidate must have received an absolute majority vote of those present voting.
- If there are more than two candidates for one vacancy and no one receives an absolute majority over the aggregate votes given to the rest, steps must be taken to 'strike off' the candidate with the least number of votes and the remainder must be put to the vote again.
 - In case of a tie at such point the Chair would have the casting vote.
- E) This process must, if necessary, be repeated until an absolute majority is obtained.
- F) In each round of voting Councillors will be provided with ballot papers and have one vote each.
- G) Ballot papers will be collected by the Town Clerk who will then count, record and publicly declare the votes.
- H) In the event of a tie of the last two candidates the Chair will have the casting vote.

Acceptance of Office

6. Co-opted councillors may take office and exercise their rights as a member of the council upon signing Acceptance of Office. This will be offered after all potential co-options have been considered.

This Co-option Policy was adopted by Montgomery Town Council on:

Date 22nd October 2020

Charter Granted 1227 • Cyflwynwyd y Siarter ym 1227

Mayor/Maer: Haydn Andrew 1 Arthurs Gate, Montgomery SY15 6QU

Town Clerk/Clerc y Dref: Mrs Glenys Smith CiLCA (Wales), 2 Siop Fach, Kerry, Newtown, Powys SY16 4LP

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