

## **DRINKSTONE PARISH COUNCIL**

### **NEW COUNCILLOR PROCEDURE**

The resignation of a member must be to the chairman; the resignation of the chairman, to the council. A resignation must be given in writing and is effective upon receipt of the written notice.

1. In the event of a resignation or another reason for creation of a vacancy the clerk will immediately contact Mid Suffolk District Council electoral registration office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) move to the co-option process step 3, otherwise the election process will be followed.
3. The co-option process will be advertised within 21 days of the end of the time for notice of vacancy.
4. The co-option notice will include the final date for acceptance of requests for consideration (21 days after the date of notice) and the number of vacancies.
5. The notice will be placed on the notice board and any other public notice board that is regularly used in the future.
6. The co-option process will be put on the parish website when possible.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. Candidates found to be offering inducements of any kind will be disqualified.
9. All candidates will be invited to put their request for consideration in writing and asked to include the following information: reason for wishing to be a councillor, previous community/council work, other skills they can bring to the council.
10. Discussion will take place in council session without intervention from the candidates or public.
11. A vote will then be taken, all candidates will be considered.
12. The applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
13. The successful candidate(s) must sign their declaration of acceptance of office and can then act as councillor(s). The Register of Interest must be completed within 28 days and a copy passed on to the monitoring officer.