

## PROCEDURE FOR A CASUAL VACANCY FOR A TOWN COUNCILLOR

Version Number	Purpose/Change	Author	Date
1.0 Final Version	Final version – approved by GTC	E Parry, Town Clerk	21/03/2016; 260 (2015-16)
1.1	<p>Reviewed and amended</p> <p>a) include the name of the applicant and the name of the road where the applicant lives in the public agenda.</p> <p>b) that candidates prepare a brief statement, why they wish to stand as a Town Cllr and what their strengths are. The candidates to be made aware that the information received will be published on the public agenda.</p> <p>c) the Council would continue to exclude members of the press and public whilst candidates gave their presentation.</p>	E Parry, Town Clerk	20/11/2017; 129(2017-18)

## **Stage 1**

When a vacancy arises on the Town Council due to a Town Councillor's death, disqualification or resignation, the process to fill the vacancy is as follows:

The Clerk notifies the Returning Officer at Wyre Council. The Town Council are required to give public notice of the vacancy and display a copy of a notice (prepared by Wyre Council) to the electorate. This notice runs for 14 days from the date the notice is displayed. In order for an election to be held to fill the vacancy, a request in writing must be made to the Chief Executive of Wyre Council within 14 days (excluding Saturdays, Sundays and bank holidays) of the date of the notice.

Such a request must be signed by ten local government electors for the township. The notice is to be displayed on the Town Council's noticeboard and website. The cost of an election is borne by the Town Council.

## **Stage 2**

If an election is not called the Town Council is notified by the District Council to fill the position by co-option as soon as is practicable. Or, if vacancies remain following a recent election the following procedure applies.

The Town Council will post a notice on the notice board at the Town Hall and on the website and other publication schemes to advertise the casual vacancy for a Town Councillor. This will include a closing date for applications to be received by the Clerk.

When applications have been received the Town Council will consider the application letter(s). The name of the applicant and the name of the road where the applicant lives in the will be included in the public agenda. Candidates will prepare a brief statement, why they wish to stand as a Town Cllr and what their strengths are. The candidates are to be made aware that the information received will be published on the public agenda. The Council will exclude members of the press and public whilst candidates gave their presentation.

If the TC has more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether or not to co-opt that person.

## **Voting**

Members shall vote by show of hands or, if at least two members so request at a co-option agenda item, by signed ballot.

The council is not obliged to consider the claims of candidates who were unsuccessful at a previous election

If, in the future council are unable to fill a vacant seat, the matter will remain that of an agenda item until the seat has been filled through the agreed co-option process.

## **Eligibility for Office (Currently displayed on Website).**

For details please check

[www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0003/141798/Part-1-Can-you-stand-for-election-P-and-C.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0003/141798/Part-1-Can-you-stand-for-election-P-and-C.pdf)

## **Applying for a Casual Vacancy**

If you are interested in applying to the Town Council to fill the casual vacancy by co-option you need not wait until the notice (described in Stage 2) appears or its time limit expired.

You can write to the Town Council directly expressing your interest in the casual vacancy and requesting it considers your application when it has authority to co-opt for the vacancy.