



CO-OPTION PROCEDURE

1.0 Introduction

1.1 The Council must give public notice of a casual vacancy as soon as possible in accordance with section 232 of the Local Government Act 1972.

1.2 The Clerk shall duly publish 'a notice of vacancy' giving 14 days within which a by-election may be called.

1.3 Following expiry of the 14 days' notice, West Northamptonshire Council will advise the Council if a by-election is to be held or if the vacancy is to be filled by co-option.

1.4 To ensure good decision making, meet its responsibilities under equality legislation and to provide a fair and transparent process, the following procedure has been adopted by Bugbrooke Parish Council.

2.0 The co-option process

2.1 Where no by-election is called, the Council must meet and fill the vacancy within a reasonable period of time following expiry of the initial 14-day period. The only exception is where a by-election is not called and the vacancy occurs within 6 months of when the Councillor would retire, then the post may be left vacant.

2.2 The Clerk will advertise the vacancy for 4 weeks on the Council notice boards and website, asking for eligible candidates to come forward.

2.3 Applicants for co-option will be asked to submit information about themselves; by way of completing an application form/confirmation of eligibility and submitting their Curriculum Vitae if they wish (a copy of the application form is attached as Appendix A)

2.4 Copies of the applicant's Curriculum Vitae and application form will be circulated to all Councillors, prior to the relevant full Council meeting where the co-option is to be considered. All such documents shall be treated as Private and Confidential.

2.5 Candidates will be given the opportunity to address the Council for no longer than five minutes in support of their application.

2.6 The Candidates will then be asked to leave the room along with any members of the public present. Councillors will then discuss the merits of each application. The Clerk will make Bugbrooke Parish Council - Co-option Procedure – Adopted May 2026

notes to allow Candidates to request feedback following the vote. Candidates and other attendees will be asked to return before voting commences.

2.7 Any Councillor present at the meeting, shall nominate and another second the application they wish to support. Any applications not being nominated will fail at this point.

2.9 Voting will be in accordance with statutory requirements. Bugbrooke Parish Council Standing Orders state that rounds of voting will take place by paper votes. A successful candidate must receive an **absolute majority**, i.e. receive more than 50% of the votes cast.

2.10 If there are more than two candidates for one vacancy and no one of them at the first count receives an absolute majority over the rest of the candidates, the candidate with the least votes will fail and the remaining candidates voted on again. This process shall be repeated until an absolute majority is obtained.

2.11 In accordance with Standing Orders, voting will be by paper votes counted and recorded and results read out by the Clerk.

2.12 If any member requests, a record will be made of the names of members and the way they voted or abstained.

2.13 In the case of an equality of votes, the matter will stand adjourned until the next Council meeting when the process will be repeated.

2.14 After the vote has been concluded, the Chair will declare the successful candidate duly elected.

Approved and adopted by Bugbrooke Parish Council

Signed _____ Chair

Date 11th May 2026