

## PROCEDURE FOR A CASUAL VACANCY FOR PARISH COUNCILLOR

### Stage 1

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

The Parish Council notifies the Returning Officer at Chorley Borough Council of the vacancy who posts a notice to the electorate. This notice runs for 14 days from the date the notice is displayed and gives the electorate the opportunity to call for a bye-election. This is displayed on the Parish Council's noticeboard.

If ten or more electors call for a bye-election then an election is organised by the Borough Council and further notices are posted informing interested persons of how to apply to enter as a candidate in the election. The cost of a bye-election is borne by the Parish Council.

*The calling of a bye-election for a casual vacancy on a Parish Council is very rare.*

### Stage 2

If an election is not called the Parish Council is notified by the Borough 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 Parish Council posts a notice on the notice boards and/or in the newsletter to advertise a casual vacancy for a Parish Councillor. This would normally have a closing date for applications to be received by the Clerk.

When applications have been received the Parish Council will consider the application letter(s). If the applicant is eligible and not disqualified they will be co-opted on to the Council. If there is more than one applicant, the decision will be decided by vote.

### Eligibility For Office

To qualify for election as a local councillor, and to hold such office, an applicant must be a British subject or a citizen of the Republic of Ireland and on the relevant day (defined below) has reached 21 years of age AND

- a) on that day he/she is, and thereafter continues to be, a local government elector for the area or the authority; or
- b) he/she has during the whole of the 12 months preceding that day occupied, as owner or tenant, any land or other premises in that area; or
- c) his/her principal or only place of work during that 12 months has been in the area; or
- d) he/she has during the whole of those 12 months resided in the area; or
- e) he/she has during the whole of the 12 months preceding the relevant date resided within three miles of the parish or community.

The relevant day will be the day on which the person is nominated as a candidate and, if there is a poll, the day of election.

A person is disqualified for being elected as a local councillor or being a member of a local council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors
- c) has within 5 years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices, or under the Audit Commission Act 1998 consequent upon audit proceedings.

### Applying for a Casual Vacancy

If you are interested in applying to the Parish Council to fill the casual vacancy by co-option you need not wait until the notice appears (described in Stage 2) on the noticeboard.

You can write to the Parish 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. Details of how the Council require applications is copied below.