

EUXTON PARISH COUNCIL

Procedure for a Casual Vacancy

1. In the event a Councillor vacancy occurs, once accepted, the clerk will immediately contact Chorley Council electoral officer of that vacancy and request the initiation of the advertising of the notice of vacancy.
2. Chorley Council will issue a notice which is to be displayed in the ward where the vacancy occurs. This will be displayed from the date of the notice which is signed by the Clerk, to a date 14 working days after.
3. If Chorley Council receives a request for an election within the period it will then issue notices to the Clerk for display advertising for candidates for a bye-election. The whole election process is administered by Chorley Council whether a poll occurs or not, and the costs of such are charged to the parish council.
4. If the advertisement (at step 2) does not initiate the 10 signatures of electors in the period of time required by legislation (14 working days) the Clerk will receive a notice from Chorley Council to say it can co-opt to the casual vacancy.
5. The casual vacancy will be advertised within 21 days of issuing of the notice at step 4.
6. The co-option notice will include a closing date for acceptance of requests for consideration, location(s) of seat(s), how many seats are vacant and in which wards they are located.
7. The notice will be placed on all the Parish Council notice boards, on its website, on its social media, and in its next published newsletter.
8. All candidates will be expected to put their request for consideration in writing with the following additional information; reason for wishing to be councillor, previous community/council work, other skills they can bring to the council and specify, if there is more than one vacant seat, which seat they are applying for/or if they are applying to all the seats.
9. Following the closing date at step 6, the application letters will be copied out to the Councillors on Private papers with the agenda for consideration at the Council's next Full Council meeting.
10. No discussion or debate will take place in Council session, or intervention from the candidates or public be allowed.
11. A vote will then be taken (possibly by paper ballot if agreed) all candidates for that seat will be considered.
12. If there is more than one applicant for a seat, the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until there is a majority for one candidate.

13. If there is more than one vacancy, the candidates who have indicated which seat they are applying for ie, the ward, or all the vacancies, will be included in the correct voting round. Each vacancy will be filled separately.
14. If there is more than one vacancy to be filled at a Full Council meeting and an applicant has not specified in their application letter which vacancy they are applying to, the Clerk will clarify this prior to consideration. If an applicant does not respond to the request for clarification, the applicant will be considered to the vacancy of the ward they live in or, if they do not live in the ward, to the first vacancy which arose.

**Agreed by Full Council
April 2019**