



MARTOCK PARISH COUNCIL

Casual Vacancy Policy

1. Purpose

- 1.1. A casual vacancy may arise between the four-yearly elections of members to the Parish Council, generally due to the resignation of a member during his/her term of office. This policy outlines the procedure to be followed for filling such a casual vacancy.

2. Procedure

- 2.1. Under the provisions of Standing Order 4.2 the Parish Clerk has the delegated authority to declare a casual vacancy.
- 2.2. Upon a casual vacancy arising, the Parish Clerk shall report the matter to the next meeting of the Parish Council after which he/she shall publish a notice declaring such a vacancy as required by the provisions of Section 87 of the Local Government Act 1972:

"Notice is hereby given in accordance with Section 87 of the Local Government Act 1972, that a vacancy has occurred on the Parish Council and, unless a request for an election to be held is submitted in writing to the Proper Officer of South Somerset District Council at the Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT by (date) by ten electors for the Parish of Martock, the Parish Council will proceed to fill the vacancy by co-option."

- 2.3. At the same time, the vacancy will be advertised on parish noticeboards, the martockonline website and in other media as required, inviting members of the public to apply. The eligibility criteria for membership of a Parish Council are set out the Appendix to this policy.
- 2.4. If a request for an election to be held is not submitted by the due date, the Parish Council will then proceed to fill the vacancy by co-option.
- 2.5. Those members of the public who express an interest in being co-opted onto the Parish Council will be invited by the Parish Clerk to attend the next meeting of the Parish Council at which they will be permitted to address members for up to three minutes on their suitability to become a Parish Councillor. They will also be asked to submit a short, written résumé covering:
- a. biographical background
 - b. why they want to become a Parish Councillor
 - c. what they feel they can contribute to the Parish Council in terms of their interests, skills and experience.

- 2.6.** Members shall vote by show of hands or, if at least two members so request, by signed ballot. Ballot papers so used shall be destroyed by the Parish Clerk and the Chair at the conclusion of the meeting.
- 2.7.** If there is more than one candidate, the candidate with the least number of votes cast will be deleted and the vote taken again until the number of candidates equals the number of vacancies. The successful candidate/s must have received an absolute majority vote of those present and voting.
- 2.8.** The Council reserves the right not to make a co-option. The successful candidate/s will be appointed and sign their Declaration of Acceptance of Office and can then act as a councillor in line with normal election procedures.
- 2.9.** The Register of Interests will be completed within 28 days and a copy passed on to the Democratic Services Manager at South Somerset District Council. The newly appointed councillor will be provided with an induction pack to include the Code of Conduct, Standing Orders and Financial Regulations of the Council.

3. Review

This policy will be reviewed and renewed on a biennial basis.

Martock Parish Council

Adopted Date: 13th September 2017

Review Date: 30th April 2020

Next Review due: April 2022

Date of Amendment	Amendment No	Details of changes made	Changed by
08/09/2017	4	Change to 2.6, 2.7, 2.8 and addition of 2.9	Adam Persson

Eligibility criteria for membership of a Parish Council

To be eligible as a Parish Councillor you must:

- be a British Citizen or a citizen of the Commonwealth or European Union;
- be 18 years old or more;
- for the whole of the 12 months prior to nomination:
 - have been an elector of the parish and either occupied or owned/rented premises within the parish, or
 - resided within 3 miles of the boundary of the parish, or
 - Had your principal or only workplace within that area.

You cannot stand for election if you:

- are the subject of a bankruptcy restriction order or interim order;
- have, within 5 years of the day of election, been convicted in the United Kingdom of any offence and have had a prison sentence (whether suspended or not) for a period of over 3 months without the option of a fine;
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- work for the council that you want to become a councillor for.