

# Porlock Parish

Clerk to the Council  
Mrs. D Taylor-Pitkin  
Office Opening Hours:

Monday	CLOSED
Tuesday	9:30 – 14:00
Wednesday	9:30 – 14:00
Thursday	9:30 – 14:00
Friday	CLOSED



**Council**

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## Co-Option Procedure

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Porlock Parish Council (PPC):

1. On receipt, of written confirmation (email), from the Electoral Services Office that the Casual Vacancy can be filled by means of Co-option, the Parish Clerk will:
  - a. Advertise the vacancy for three weeks on the PPC notice boards, website and email chain.
  - b. Will confirm to Councillors by email that the Co-option policy has been instigated.
2. Applicants for co-option will be required to comply with the following:
  - a. Complete the PPC application form provided thus confirming their eligibility for the position of Councillor within the statutory rules.
3. Copies of the completed application form(s) will be circulated to all Councillors at least five calendar days prior to a regular meeting of the PPC when the Co-option is to be considered. All documentation regarding the Co-option is to be deemed private and confidential.
4. Councillors may choose who they like/prefer but the applicant must be a qualified applicant. Applicants are not requested to attend the meeting at which the Co-option is decided. The Declaration of Acceptance for the new Councillor, if present, will be signed at the meeting; if the successful applicant is not present they must return the Declaration of Acceptance to the Clerk within 10 working days.
5. The Chairman will request the attending Councillors to propose their candidate of choice. Each applicant will require a Proposer and Secunder to progress to the voting stage and applicants will be voted upon as follows:
  - a. Councillors shall cast their vote/s for or against each of the candidates.



- b. The council must, as part of the meeting, resolve by an absolute majority of those present and voting, who to reject or elect to the council.
  - c. When there are more candidates than places, if there is not an absolute majority for one or more candidates after the first vote, the candidate with the smallest number of votes is required to drop off the list and a new vote taken; this procedure continues until a majority is reached.
  - d. The chairman has a casting vote in the event of a tie between candidates.
  - e. If no candidate obtains an absolute majority of votes, then nobody is co-opted to the Council.
  - f. All Councillors present must vote or withdraw.
6. a) Councillors shall vote by a show of hands, If any Councillor so requires, the vote shall be considered a “confidential vote”, in which case each Councillor will then vote in confidence to the Clerk in an agreed format. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- b) The following voting procedure is to be adopted if the Co-option falls within a remote meeting:
- The Clerk will publish a poll on the Zoom Platform, inviting Councillors to select their preferred applicant/s. All Councillors present must vote<sup>1</sup> or withdraw. If any Councillor so requires, the vote shall be considered a “confidential vote” in which case the Clerk will ensure that only the results of the poll are published. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
7. After the vote has been concluded the Chairman will declare that the successful applicant/s is/are duly elected. Each successful applicant is then declared Co-opted to the PPC. Before the successful applicant can participate in Council business the new Councillor must sign the Declaration of Acceptance of Office (DAO) and deliver it to the Clerk. If the successful candidate is present at the meeting, they may join the proceedings immediately after signing the DAO. If not present, the successful applicant/s will be summoned to attend the next PPC meeting.
8. The Clerk will confirm the names of persons Co-opted to the PPC to the Monitoring Officer at SW&T District Council.
9. The Clerk is responsible for providing each new Councillor with an Induction Pack and should ensure that all new Councillors have read and understood the Code of Conduct and other policies, rules and protocols adopted by the PPC.

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<sup>1</sup> For or Against the resolution but cannot abstain.



10. All new Councillors must, within 28 days of appointment to office, register their interests with the District Council Monitoring Officer.

**This procedure will be reviewed on an Annual basis.**

**Date of policy:** \*\*\*\*\* 2021  
**Policy effective from:** \*\*\*\*\* 2021  
**Date for next review:** \*\*\*\*\* 2021

