

## **CROMER TOWN COUNCIL CO-OPTION PROCESSES**

If no by-election is called for a vacancy, Cromer Town Council will adopt these procedures to adopt a new councillor. These are based on fair procedures and give every candidate an equal opportunity of being co-opted.

- a)** A notice will be displayed on the Cromer Town Council notice board, on the Cromer Town Council website and in any other appropriate publications distributed within the whole of Cromer. At least 14 days notice will be given to notify the Clerk of an interest of being co-opted to Cromer Town Council.
- b)** A candidate declaration form will be available at the Town Council offices or on the website. This form will need to be returned to the Clerk by email or delivery by 12 o'clock midday to the Town Council offices 7 days prior to the co-option meeting of the Town Council.
- c)** Other than the forms supplied by the Clerk, no applicant should submit any other paperwork supporting their application and they should not lobby either directly or indirectly any individual Councillor or Officer. Any breach or attempted breach must be brought to the attention of the co-option committee before the co-option process commences.
- d)** The Clerk will give the statutory notice of the co-option meeting to both Cromer Town Councillors and all candidates. The meeting will be held on a similar day of the week and time of a Cromer Town Council meeting.
- e)** Immediately prior to the meeting the Councillors will meet to draw up a list of agreed questions to ask all the candidates.
- f)** Each candidate will give a short presentation of up to 5 (or 10) minutes in length, and then will be given up to 10 minutes to answer the pre-prepared questions. All questions will be asked by the Mayor and answered directly to the Mayor or whoever is responsible for Chairing the co-option meeting. There will be no supplementary questions.
- g)** Once all candidates have given their presentation, the Councillors will commence the voting process and will not discuss any individual presentations.
- h)** All voting will be by ballot papers previously prepared by the Clerk. Voting will be by signed ballot.
- i)** The first vote will be whether to continue the co-option process. If the majority of Councillors feel there are no suitable candidate or candidates the co-option process will terminate. If there is more than one vacancy this question will be asked after each round of voting to co-opt a Councillor.

- j)** The voting will be by exhaustive ballot until one candidate gets 50% of the vote plus one. (See notes of exhaustive ballot). If there are more than one vacancy, each place on Cromer Town Council will be voted on in turn.
- k)** Once the final result is declared, the actual details of the vote will remain confidential and the candidates will only be informed of who has been co-opted.

Exhaustive Ballot.

- a)** All Councillors will cast a vote for a single candidate. If any candidate gets more than 50% of the votes plus one, they are deemed elected.
- b)** If no candidate gets 50% of the vote plus 1, the lowest candidate drops out and the ballot is taken again. If a candidate(s) get no votes they drop out together with the candidate with the lowest number of votes.
- c)** If more than one candidate gets the equal number of votes, there is a ballot of these candidates to determine who drops out.
- d)** If all the remaining candidates have the same number of votes and there are more than two candidates then there is a ballot to determine who is eliminated.
- e)** If there is a tie between the last two candidates, all the Councillors will vote again to confirm the result. This gives a Councillor a chance to change their mind or if a Councillor has abstained the opportunity to vote. If there is still a tie the candidate who got the most votes in the first round is elected. If this is still not determined then the number of votes in the second round will be considered etc.....

## **CROMER TOWN COUNCIL**

### **NOTICE OF CASUAL VACANCY**

Notice is hereby given that by reason of the resignation/death of xxxxxxxxxx a vacancy has occurred among the Members of Cromer Town Council. Any person willing to fill this vacancy should apply to the Town Clerk in writing on or before the xxxxxxxx (at least 10 days before the co-option meeting). The applicant's name must appear on the current register of the Voters List or the applicant should, during the whole of the twelve months preceding the relevant date, have resided in or within three miles of the parish or the applicant's only place of work during the whole of the twelve months preceding the relevant date is in the parish. The applicant must not be debarred from standing as a Councillor.

PUBLIC elections cannot be held until the year (insert date of next election) but for the interim period election to the aforesaid Council will be voted for by the present sitting number of Councillors).

**Town Clerk**

**Address**

**Date**