



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

Casual Vacancy Protocol

Once a Councillor has given formal written notice of resignation to the Clerk or Chairman their Council email address will be cancelled and their details removed from the Council website.

The Clerk will then notify the CBC Elections Officer of the resignation and the Monitoring Officer so that the CBC Website can be amended. The Elections Officer will provide the Parish Clerk with a notice of resignation that will need to be placed on EDPC notice boards and website. This notice invites 10 or more residents to request an election if they so wish. If there is no request for an Election received within 2 weeks of the notices being posted then EDPC may advertise the Casual Vacancy and seek to co-opt a Councillor.

The advert for a Councillor should state the anticipated hours, training commitment and level of involvement required. It must also give a closing date for applications. At the closing date the Clerk will contact applicants to verify their legal entitlement to apply (where necessary) and that they understand the role. All applicants will be offered the opportunity to meet with the Clerk to discuss informally the role of a Parish Councillor and the projects currently being undertaken. There is no obligation for an applicant to attend such a meeting.

Applications will be circulated to Council Members to consider with the Agenda at which the co-option of a new councillor will be considered. At the appropriate agenda item, the Chairman will give each applicant the opportunity to speak in support of their application for 3 minutes. The Chairman will ask Councillors to vote by a show of hands or paper ballot which applicant they support; continuing until there is one applicant with an absolute majority, as per item 12a of the Council's Standing Order. The Chairman will invite the successful applicant to join the other Council members at their table. The Clerk will then present the new Councillor with an Acceptance of Offer Form to sign in his/her presence.

On co-option, the Clerk will allocate an email address to the new Councillor and add their details on the EDPC website. They will ensure that the Councillor completes a Declaration of Interest form and notify the CBC Monitoring Officer so their website details can be updated. The Clerk will arrange induction training for the new Councillor, and provide them with copies of the council's policies and procedures and the Good Councillor Guide to help them to familiarise themselves with their new role.s