

Llanarmon yn Ial Community Council
Co-Option Policy

Adopted June 2023 Reviewed May 2024

In the event of the Community Council being required to fill a vacancy by co-option, the following procedure will be followed:

1. Notice of the intention to co-opt the vacancy will be given on the agenda of the Council.
2. The vacancy will be advertised on the Councils website, on notice-boards within the area covered by Llanarmon yn Ial Community Council and any other medium deemed appropriate. e.g. posters or flyers, facebook.
3. Anyone interested, will be asked to contact the Clerk in writing by post or e-mail and provide a statement outlining their reasons for wishing to fill the vacancy; with their relevant skills and experience.
 - a Each applicant will be provided with a copy of the Standing Order procedure.
 - b. Each applicant will be invited to complete a Legal Declaration of Qualification to hold Public Office as a Local Councillor; including to declare any Outstanding Planning Enforcements.
 - c. Each applicant will be required to complete an application form if their email or statement doesn't include the reasons for interest in being a Community Councillor and what attributes they have to offer for the benefit of the community.(If a disability then help will be provided).
4. Information provided by each candidate will be circulated to all Councillors by the Clerk for Consideration.
5. All candidates will be invited to attend the next General meeting of the Council
6. The Chair will invite each candidate to address the Members, outlining their reasons for wishing to fill the vacancy and their relevant skills and experience. Each candidate being allocated a maximum of 5 minutes The Community Council will resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants; with Councillors taking into consideration the Code of Conduct and justifications.
7. The Chair will then request those Councillors present to propose any of the candidates and invite someone to second the proposal before proceeding to the voting stage.
8. No feedback will be given to any applicant in respect of the Community Council discussions that took place in the closed part of the meeting; unless specifically agreed by the Community Council.
9. Voting will be by a show of hands until a candidate receives an absolute majority of those Councillors present. At this stage, the successful candidate will be declared elected as a Llanarmon yn Ial Community Councillor.
10. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes will be eliminated. Voting will then take place on the remaining candidates and continue until one candidate receives an absolute majority.

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11. The successful candidate is then declared co-opted to the Council and will be summoned to attend the next council meeting when they will sign their Declaration of Acceptance. Clerk will submit details to the Monitoring Office at Denbighshire County Council within 28 days.

12. Successful candidate will be issued with a Community Council email address.

13. Successful candidate will be required to provide a photograph and resume for the Community Council website.

14. The successful applicant will be encouraged to participate in training courses.

15. If for any reason an applicant/applicants are not selected then the vacancy/vacancies will be re-advertised in accordance with this procedure. However, if a further vacancy is declared within a year of a previous co-option, the Community Council reserves the right to co-opt one of the unsuccessful candidates without the need to re-advertise if they feel this is appropriate.