



Iden Parish Council Co-option Procedure and Policy

Once the parish council is advised that, the electorate requires no poll, then the council is to fill the vacancy in reasonable time by completing the following actions:

The Parish Council is to advertise the vacancy for at least two weeks on the council noticeboard and any other council media.

Applicants are to contact the clerk in order to confirm eligibility.

The clerk is to forward a copy of a parish councillor job description/role description and advise applicants of procedure including acceptance of office declaration, declaration of interests and code of conduct.

Applicants may be asked to briefly meet the council along with other applicants, or speak for 2 minutes at a council meeting or provide a short written statement to be circulated to councillors prior to the co-option vote.

Councillors will vote on any co-option at the regular monthly council meetings or other properly called council meeting.