



Process and Voting Policy for Co-Option of Councillors

Applicants for co-option will be asked to:

- a) Submit information about themselves, by way of completing a written statement of no more than 100 words outlining why they wish to be a Councillor
 - b) Complete a draft Declaration of Interest form detailing any political party memberships and/or involvement with charitable bodies.
 - c) Confirm their eligibility for the position of Councillor within the statutory rules.
- Copies of the applicant's statement will be circulated to all Councillors by the Clerk at least three clear days prior to the meeting of the Council, when the Co-option will be considered. **All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.**
 - Applicants will be invited to meet with the Governance Committee at either a scheduled or specially convened meeting. After due consideration the voting takes place and this will be open to the public and press to witness. The Governance Committee will then make its recommendations to the next Parish Council meeting.
 - The full council will consider the recommendations of the Governance Committee and agree by a vote whether to approve the appointment. If the full council do not approve the recommendation, the Governance Committee will re-convene to consider the objections raised.
 - After the vote has been concluded, this business is concluded when the Chair declares that the successful candidate is duly elected. The successful candidate is then declared co-opted to the Council.
 - The Clerk will advise the Monitoring Officer of Cheshire West and Chester Council of the names of anyone co-opted to the Council.
 - The Clerk is responsible for ensuring that all new Councillors have read and understood the Code of Conduct and the Constitution (Standing Orders) adopted by the Council.
 - Before the successful candidate can participate in Council business s/he must sign the Declaration of Acceptance of Office and deliver it to the Clerk.