

CO-OPTION OF A NEW COUNCILLOR - GUIDELINES

1. In the event of insufficient candidates at an election, a resignation or any other reason for the creation of a vacancy on the Town Council, the clerk will notify Telford and Wrekin Council Democratic Services and request the appropriate forms for displaying the notice of vacancy.
2. If this display does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) the co-option procedure continues with step 3, otherwise the election process will be followed.
3. The vacancy to be filled by co-option will be advertised within 21 days of the end of the time for the notice period in step 2 above.
4. The co-option advertisement will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies.
5. The notice will be placed in the Guildhall and a prominent location within the relevant ward and will be advertised in the news columns of the Newport Advertiser.
6. Members may point out the vacancies and the process to any qualifying candidate(s).
7. Candidates found to be offering inducements of any kind will be disqualified.
8. All candidates will be invited to put their request for consideration in writing with a summary about themselves including: reasons for wishing to be a councillor; previous community/council work; any other skills they can bring to the Council, their interests and recent career history.
9. Candidates will be invited, where reasonably possible, to attend at least one Council meeting prior to the one at which they are co-opted.
10. Discussion about the applications will take place in council session without intervention from the candidates or public.
11. A resolution may be put at this stage that the vote be not taken for the first (and second) meeting of the council.