



MANNINGTREE TOWN COUNCIL

CO-OPTION POLICY

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Manningtree Town Council. The co-option procedure is entirely managed by the Town Council, and this policy will ensure that a fair and equitable process is carried out.

CO-OPTION

The co-option of a town councillor occurs in two instances:

- When an ordinary vacancy has arisen on the Town Council after the ordinary elections held every four years;
- When a casual vacancy has arisen on the Town Council and no poll (by-election) has been called.

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Town Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough town councillors to constitute a quorum, the Town Council is usually able to co-opt a volunteer to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of the Council and such absence has not been approved by the Council

The Town Council has to notify Tendring District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by Tendring District Council and the residents of Manningtree will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Town Council will pay the costs of the election. Residents have fourteen days (not including weekends, bank holidays and other

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notable days), to claim the by-election. Tendring District Council will advise the Town Clerk of the closing date

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