

Shawbury Parish Council



Procedure for Co-opting a Parish Councillor

Introduction

Parish Councils are permitted the power to co-opt a person on to the council to fill a casual vacancy when the requirements to hold an election¹ have not been met

Seeking Expressions of Interest

Seeking expressions of interest is not a legal requirement, but the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies to make the process of co-option open and transparent and to attract more candidates.

The Parish Council will advertise the vacancy by a specified date to attract applications from anyone in the parish who is eligible to stand as a parish councillor. The attached application form will be used to help ascertain a candidate's suitability to put his or herself forward.

At the next Full Council meeting:

- The clerk will confirm that each candidate is qualified to become a councillor and is not disqualified from being a councillor as set out in the Local Government Act 1972 (see 'qualifications' and 'disqualifications' on the application form)
- Any candidates who are in attendance will be invited to speak by the Chairman who will also allow Members the chance to ask questions of the candidates.
- Only those councillors present may nominate, second or vote for a person to fill the vacancy. A councillor may only nominate or second one candidate.
- The chairman will offer the opportunity for debate on the order of priority to offer co-option to the candidates. In most cases, the candidates should leave the room at this point.
- Voting for the new Councillor will be by a show of hands. The Chairman will initiate a vote in alphabetical order. Councillors have one vote each.
- An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are no more than two candidates for one vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy.
- The successful candidate is then declared co-opted to the Council. If they sign their declaration of office they may take their seat immediately, otherwise they are summoned to attend the next Council meeting.

The above procedure takes place in open Council.

Following the Full Council Meeting

The Clerk will notify Electoral Services of the new councillor appointment and organise Declaration of Acceptance of Office paperwork. All new councillors, must, within 28 days of appointment, register their interests with Shropshire Council using forms/web link supplied by the Clerk.

Reviewed	May 2026
Review Frequency	Annual
Next Review	May 2027

¹ the vacancy has been the subject of a public notice, and less than 10 registered voters have requested an election by the deadline specified by the returning officer.

Application form for role of Councillor on Shawbury Parish Council

Full Name	
Home address	
Landline	
Mobile	
Email address	

It is a condition of being a Parish Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

To qualify you must be able to answer 'Yes' to both of the questions below

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country	Yes / No
Are you 18 or over?	Yes / No

In addition, you must be able to answer 'Yes' to at least one of the questions below

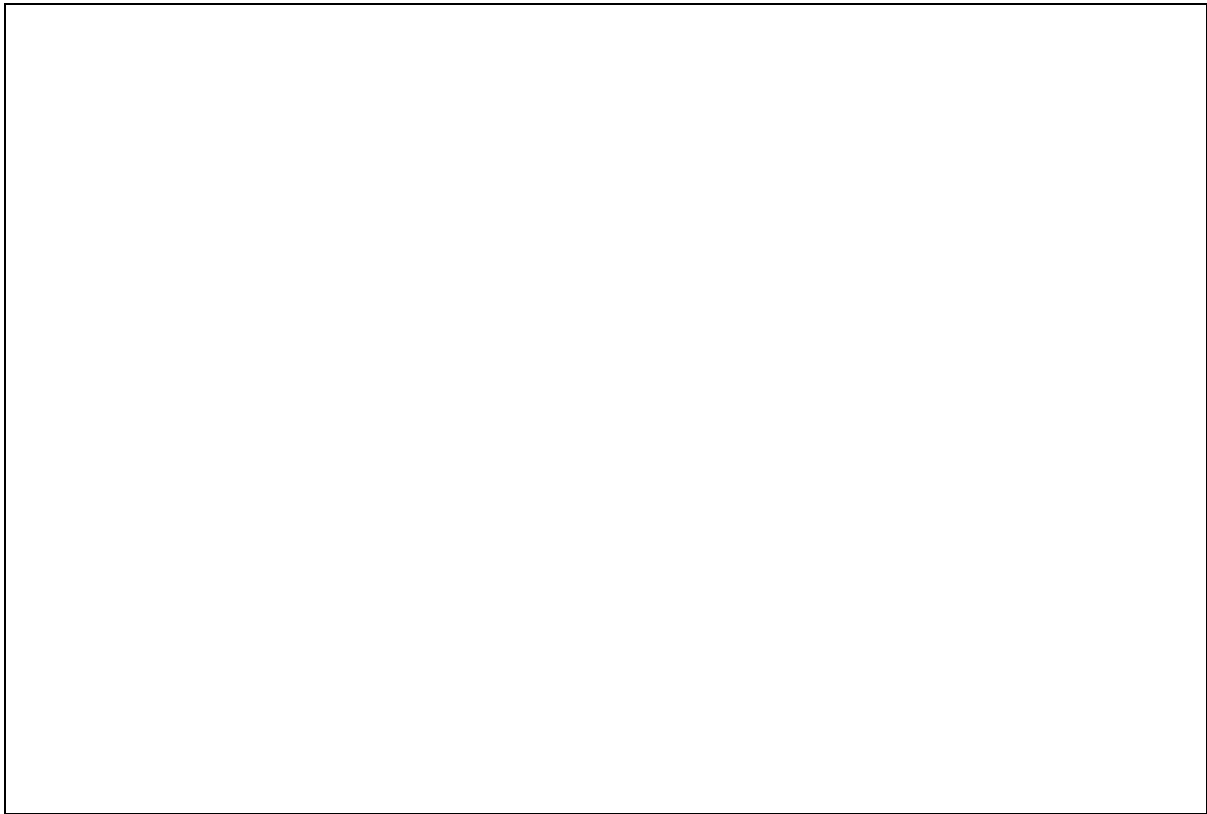
Are you on the electoral register for Shawbury?	Yes / No
Have you lived either in Shawbury or within 3 miles of its boundary, for at least a	Yes / No
year?	
Have you been the owner or tenant of land in Shawbury for at least a year?	Yes / No
Have you had your only or main place of work in Shawbury for at least a year?	Yes / No

DISQUALIFICATIONS

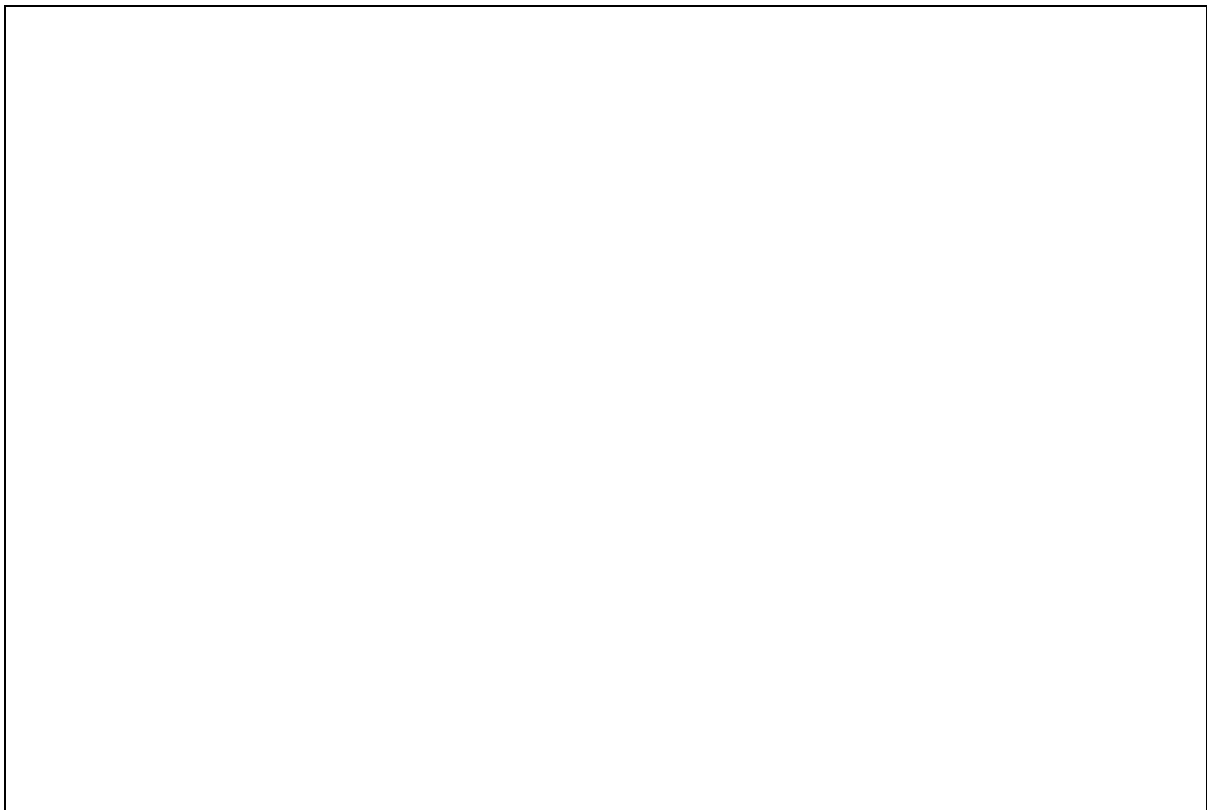
You must be able to answer No to all of the questions below to be eligible to serve as a councillor

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a parish councillor.



Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.



Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Signed Date.....