

## Brundall Parish Council

# Casual Vacancies (Co-options onto the Council)

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Where a casual vacancy has arisen on the Council and there has been no call for an election, Broadland District Council will pass the task of filling the vacancy to Brundall Parish Council.

Brundall Parish Council shall advertise the vacancy on the Parish Council notice boards and website, inviting written applications from interested people.

The application period shall close 14 days after the date of the advertisement.

No applications shall be accepted before the Parish Council has advertised the vacancy. Any applications received before the vacancy has been advertised shall be acknowledged by the Clerk to the Council and the applicant advised to re-apply once the vacancy has been advertised.

Once the application period has closed, the Clerk to the Council shall distribute copies of all applications received to Members prior to the next meeting of the Council

The Clerk to the Council shall formally acknowledge receipt of all applications received and invite applicants to attend the next full meeting of the Council. All applicants will also be invited to an informal interview in the week following the full Council meeting.

The interview panel will consist of no more than 5 members of the Council. All applicants will be asked the same questions. Following the interviews, the panel will consider the candidates and make recommendations to be considered at the next full Council meeting.

At the scheduled meeting of the Council, the first item of business on the Agenda shall be the filling of the vacancy.

Where one application only is received, the vacancy shall be filled by a simple majority vote of Members present at the meeting. The Council shall conduct the vote by secret ballot.

Where more than two applications have been received and of the votes given there is not an absolute majority in favour of the required number of candidates, the applicant having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of the required number of applicants. The Council shall conduct the vote by secret ballot.

If no applications are received for a vacancy, or an applicant is not elected by the Council, the Chairman will ask Members for suggestions of people to approach to be co-opted to the Council.

Once a casual vacancy has been filled, all applications received shall be discarded and shall not be carried forward to the next vacancy.

The result of the ballot shall be displayed on the Parish Council notice boards.