

# ICKLEFORD PARISH COUNCIL



[www.icklefordpc.com](http://www.icklefordpc.com)

8 Britains Rise, Lower Stondon,  
Bedfordshire, SG16 6JT  
Email: [mail@icklefordpc.com](mailto:mail@icklefordpc.com)  
Telephone: 07913 839933



To potential co-optees

## Co-option process to Ickleford Parish Council – February 2020

Thank you for your interest in applying to be co-opted to Ickleford Parish Council. If you have any questions about the application process or about being a Parish Councillor, please do not hesitate to contact the Parish Clerk, or indeed speak to one of the serving Councillors. Their details are available on the Parish Council's website, [icklefordpc.com](http://icklefordpc.com), or in the St Katharine's Wheel.

To apply to become a Parish Councillor, please complete and return the application and eligibility forms to the Parish Clerk. These forms, as well as further information, can be found on the 'News' page of the [website](#). Alternatively, please send an email to [mail@icklefordpc.com](mailto:mail@icklefordpc.com) to request this information.

The completed forms will be circulated to existing Councillors in advance of the next monthly Parish Council meeting during which the co-option will be considered.

The process for co-option will be as follows:

- Candidates will be requested to attend this Parish Council meeting at which the co-option will take place. They will be asked in turn (alphabetically, by surname) to give a speech of 5 minutes maximum to introduce themselves to Councillors, provide information on their background and experience, and explain why they wish to become a Parish Councillor. Please note that the length of speech will be strictly adhered to. There will be no questions from Councillors to candidates.
- If one or more candidate is unable, for bona fide reasons, to attend the meeting, Councillors will proceed straight to the vote without any Councillors being allowed to address the candidates. The decision as to whether to accept the candidate's reason for not attending the meeting shall be made by the Clerk and that decision is final.
- The Chairman will request those Councillors present at the meeting to nominate candidates to enable a vote to take place. Voting will be by a show of hands.
- The successful candidate must receive an absolute majority vote of those voting at this meeting. If there are more than two candidates for one vacancy and no one, at the first count, receives a majority over the aggregate votes given to the

rest, the candidate with the fewest votes is eliminated. If there is more than one candidate tied with the fewest votes, the Chairman of the meeting decides which candidate will be eliminated. The remaining candidates must then be put to the vote again. This process must, if necessary, be repeated until an absolute majority is obtained. In the case of an equality of votes in the final round of voting, the Chairman of the meeting has a second or casting vote.

- After the vote has been concluded, the Chairman will declare the successful candidate duly elected. The successful candidate will be invited to sign the Declaration of Acceptance of Office at the meeting and so immediately commence as a Councillor.

The Clerk will notify Electoral Services at North Hertfordshire District Council of the new Councillor appointment and advise the new Councillor that the 'Registration of Interests' paperwork should be completed and returned within 28 days of being elected.

Yours faithfully,

*Judith Crosier*

**Judith Crosier**  
**Clerk to Ickleford Parish Council**