

ICKLEFORD PARISH COUNCIL



www.icklefordpc.com

1 Freewaters Close, Ickleford,
Hertfordshire, SG5 3TQ
Email: mail@icklefordpc.com
Telephone: 07913 839933



To potential co-optees

8 November 2017

Co-option process to Ickleford Parish Council – November 2017

Thank you for your interest in applying to be co-opted to Ickleford Parish Council. If you have any questions about the process of application or about being a parish councillor, please do not hesitate to contact me, or indeed speak to one of our serving councillors. Their details are available on the website or in the St Katharine's Wheel.

To apply to become a parish councillor you need to complete and return the application and eligibility forms to me **by 5pm on Wednesday 29 November 2017**. These forms, as well as further information, can be found on the 'News' page of our website (icklefordpc.com). Alternatively, please email me to request this information.

I will circulate the completed forms to existing councillors in advance of the Parish Council meeting on Thursday 7 December 2017, where the co-option will be considered.

Our process for the meeting on Thursday 7 December 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.

- Voting will be by a show of hands. The Clerk will act as the Presiding Officer and request votes for candidates alphabetically, by surname.
- 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



Danielle Weetman
Clerk to Ickleford Parish Council