



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

Attleborough Town Council COUNCILLOR CO-OPTION PROCEDURE

Town councils are permitted to co-opt a qualifying person on to the Council to fill a vacancy when the requirements to hold an election have not been met. To ensure the open and transparent co-option of Councillors the following procedure will be followed:

1. Attleborough Town Council will advertise councillor vacancies on its notice boards, website and social media page.
2. Interested candidates who are eligible to stand as a Councillor are invited to send an email to enquiries@attleboroughtc.org.uk no later than 7 days prior to a full Council meeting. This email should include:
 - a. The reason for them wishing to be a Councillor.
 - b. Previous community, council, educational, work, or vocational experience;
 - c. Other skills they can bring to the Council; and
 - d. Contact information
3. At the next scheduled meeting of the Council, the first item of business on the Agenda shall be the filling of the vacancy, where candidates are invited to publicly say something about themselves. Each candidate will be allocated a maximum of 5 minutes. Councillors will be given an opportunity to ask the candidates questions before voting takes place. If there are a significant number of candidates, the Town Council may call an Extraordinary Full Council meeting to allow time for this process.
4. The vacancy shall be filled by a simple majority vote and by secret ballot.
5. Councillors will have one vote per vacancy to be filled. The Clerk will receive the ballot papers, and carry out the count. Only the candidate with the most votes shall be announced.
6. Once the successful candidate is declared as co-opted onto the Town Council, they will be asked to join the meeting as a Councillor. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.