



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Co-option of a Councillor Procedure - Adopted 15th May 2018

Declaration of Vacancy should occur immediately following the Council meeting when the resignation is accepted.

If no poll is claimed, the Council will fill the vacancy by co-option within 6 months of the declaration

Advertise for applications from candidates for at least one week as widely as possible.

Ask candidates for Mini/One page CV and covering letter stating suitability and reason why they want to become a councillor; to be circulated with part 2 meeting papers

Ask candidate to attend the next meeting, to present themselves to Council during public question time, stating reasons for applying – no more than 3 minutes.

At the end of the meeting, suspend standing orders and ask candidates if they are still interested in being a Councillor (having sat through the meeting)

Council to vote on candidates according to statutory procedure – successful candidate will receive absolute majority.

Candidates are then requested to return and the successful candidate is notified of the decision.