

# Canvey Island Town Council

## Casual Vacancy Policy

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1. If a casual vacancy should arise on the Council due to:
  - a members failure to make his/her Declaration of Acceptance of Office within the proper time;
  - resignation; or
  - death
2. The Clerk will start the proceedings to fill the vacancy without referring to a meeting of the Town Council or a committee.
3. If a casual vacancy arises for any other reason e.g. disqualification due to six months absence from meetings or other reason for disqualification, the Clerk on behalf of the Council shall declare the office vacant and start the proceedings to fill the vacancy without referring to a meeting of the Town Council or a committee.
4. If a casual vacancy arises within six months of the day when the Councillor whose office is declared vacant and would ordinarily have retired then no by-election may be demanded. The Council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next election, the Council will be asked at its next suitable meeting which option it wishes to pursue.
5. Except in the circumstances described in paragraph (3), notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Castle Point Borough Council. Notices will be placed in the Town Council window, all Councils notice boards in the ward where the vacancy has arisen and on the Councils web site.
6. If a by-election is called, Electoral Services will inform the Town Council and will make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services to all relevant residents. Poll cards are optional and the Town Council will incur a cost for issuing them.
7. If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new member. The Clerk will invoke the procedure to do this immediately without referring to a meeting of the Council or committee.
8. Applications for co-option will be considered at the next suitable meeting of the Council.
9. Casual vacancies will be advertised on the Councils notice boards and through any other medium which the Council or the Clerk consider suitable.
10. Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of Councillor within the statutory rules. They will be invited to give a presentation of up to two minutes to the Council meeting at which the co-option will be considered.
11. At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order No 12 and agree to conduct the vote by signed ballot. Ballot papers will be distributed and the Council will proceed immediately to a vote. The Council reserves the right not to make a co-option.

12. Voting will be according to the statutory requirements i.e. by a clear majority of those present and voting.
13. The successful applicant will execute the Declaration of Acceptance of Office within the specified time limit after the decision has been made and will thereafter receive summonses to meetings of the Council and may act as a member of the Council.