

**Iminster Town Council  
Co-option Procedure**

**General**

The Council can only make a decision when it is meeting as a Council and follows the legal rules and procedures, this includes the requirements to be convened with an agenda and to meet in public.

**Presentation**

1. Each candidate will be asked to give their presentation (Candidates will be in alphabetical order)
2. Each candidate will be timed - at 4 minutes a warning will be given.
3. At 5 minutes the candidate will be stopped.

**Questions**

4. As it is a formal Council meeting the Chair will control the question time, indicating speaking order etc
5. Councillors may ask questions of each Candidate;
  - In order to be fair, if the question is of a general nature and not about something specific relating to a candidate, the same question must be asked of every candidate.

**Voting**

6. Each vacancy must be taken individually
7. A candidate must be nominated and seconded by an existing Councillor.
8. Voting will be by a show of hands (as there is no provision in Standing Orders for any secret ballots).
9. A candidate must have an absolute majority of those Councillors present and voting in order to be co-opted
10. If 2 or more candidates are nominated and seconded for a vacancy, a vote takes place.
  - If no single candidate receives a majority on the first vote then the person with the lowest number of votes will be eliminated and voting will take place on the remainder. This process continues until one person has an absolute majority.

**Co option Declaration**

11. When 1 candidate has an absolute majority the Chair will declare that person to be co-opted.

NOTE steps 7 – 11 must be repeated for each vacancy.

Further Note: the successful candidate is able to attend the remainder of the meeting but is unable to vote as they will not have been “summonsed” to attend the meeting.