

## Procedure for a Casual Vacancy – Approved

1. In the event a councillor vacancy occurs, once accepted, the clerk will immediately notify the Electoral Officer of the vacancy to initiate the advertising of the 'Notice of Vacancy'.
2. Oxford City Council will issue a notice which is to be displayed in the ward where the vacancy occurs. This will be displayed from the date of the notice to 14 working days after and is signed by the clerk.
3. If Oxford City Council receives a request for an election within the period it will then issue notices to the clerk for display advertising for candidates for a byelection.
4. If the advertisement (at step 2) does not initiate the 10 signatures of electors during the 14 working day time period the clerk can co-opt as a casual vacancy.
5. If no byelection is called, the Parish Council must as soon as practicable after the expiry date fill the vacancy by co-option. All vacancies will be advertised on the Parish Council website.
6. Candidates will need to express their interest in writing to the clerk confirming their reasons for wishing to be a councillor, and if there is more than one vacant seat, which seat they are applying for/or if they are applying to all the seats.
7. The clerk will liaise with the candidate to establish their eligibility detailed in The Local Government 1972 s.79 and s.80 LGA. The candidate will be able to confirm any previous community/council work, other skills they can bring to the Parish Council to support their application. They will also need to confirm they will adhere to the Parish Council's 'Code of Conduct'.
8. If the candidate is eligible, the clerk will add the co-option to the next full Parish Council meeting agenda for transparency, and circulate the candidate's application to the Parish councillors for review with the agenda documents.
9. At the full Parish Council meeting when the co-option takes place, the candidate will be invited to speak for up to 3 minutes. When the candidate has spoken, the chairman shall seek proposers and seconders for each nomination, and the vote will follow. In order to be co-opted onto the Parish Council, the candidate must receive a majority of the vote of those present and voting.
10. If there is more than one candidate for a seat, the candidate with the least number of votes cast will be deleted and the vote taken again until there is a majority for one candidate.
11. If there is more than one vacancy, the candidates who has indicated which seat they are applying for i.e., the ward, or all the vacancies, will be included in the correct voting round. Each vacancy will be filled separately.
12. If there is more than one vacancy to be filled at a full Parish Council meeting and a candidate has not specified in their application which vacancy they are applying for, the clerk will clarify this prior to consideration. If a candidate does not respond to the request for clarification, the candidate will be considered to the vacancy of the ward they live in or, if they do not live in the ward, to the first vacancy which arose.