

Billinge Chapel End Parish Council

Arrangements following the Resignation of a Parish Councillor

Procedures need to be in place and followed following the resignation or loss of a Parish Councillor.

Notice of Vacancy

Following notification of a casual vacancy, the Clerk will contact St Helens Council's Electoral Services Manager and advise them of the vacancy. They will advise the Clerk to place an advertisement on the Council's notice boards. This sets out that electors can request an election if 10 electors contact the Returning Officer (Copy of advert attached). The advertisement will also be placed on the Council's website.

If an election is requested within 14 days, this is arranged by the Electoral Services section with the cost of this charged to the Parish Council.

Co-option to Parish Council

If Electoral Services confirm that no requests have been made for a by-election, the Parish Council can advertise the vacancy.

The Clerk should place an advert on all the notice boards and on the Parish Council website. This will ask anyone willing to fill the vacancy to apply to the Clerk in writing before the date of the next Council meeting (copy of advert attached).

At the next Council meeting, all applicants are invited to attend. Members consider all of the applications received and a vote is taken. The person co-opted must obtain a majority of votes. If there are more than two candidates, the candidate with fewest votes is eliminated until a majority is reached. This debate and vote should be in the public section of the meeting.

The Chairman declares the candidate with the most votes is elected. If they are attending the meeting, they should sign a declaration of acceptance of office form. If they don't attend the meeting, they should sign the declaration before the next meeting.

Notice to Request an Election

LOCAL GOVERNMENT ACT 1972

BILLINGE CHAPEL END PARISH COUNCIL

NOTICE OF VACANCY IN OFFICE OF PARISH COUNCILLOR

NOTICE IS HEREBY GIVEN pursuant to Section 87(2) of the Local Government Act 1972 that xxxxx xxxxx of the above-named Parish Council has recently resigned and, therefore, a casual vacancy exists in the office of Councillor for the Parish.

If, within 14 days after the date of this notice, a request for an election to fill the vacancy is made in writing to The Returning Officer, Town Hall, St. Helens, Merseyside, WA10 1HP, by TEN electors of the Parish, an election will be held to fill the vacancy, otherwise the vacancy will be filled by the Parish Council by means of co-option.

Dated:

(Signed)
Clerk to the Parish Council

In computing any period of time for the purposes of the timetable

- a) a Saturday or Sunday;
- b) Christmas Eve, Christmas Day, Good Friday or a Bank Holiday; or
- c) a day appointed for public thanksgiving or mourning

shall be disregarded, and any such day shall not be treated as a day for the purpose of any proceedings up to the completion of the poll, nor shall the Returning Officer be obliged to proceed with the counting of the votes on such a day.

Notice of Co-option

BILLINGE CHAPEL END PARISH COUNCIL

NOTICE OF CASUAL VACANCY

Notice is hereby given that due to the resignation of xxxxxx, a vacancy has occurred among the members of the Parish Council. Any person willing to fill this vacancy should apply to the Clerk in writing on or before the

The applicant's name must appear on the current register of electors or the applicant should during the whole of the preceding twelve months have resided in or within three miles of the parish or the applicant's only place of work during the whole of the twelve months is in the parish. The applicant must not be debarred from standing as a Councillor.

Public elections cannot be held until the year 2026 but for the interim period, election to the Council will be voted for by the current Parish Councillors.

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Hazel Broatch
Clerk to the Council

The Public Hall
216 Main Street
Billinge
WN5 7PE

Dated.....