

## **FILLING OF PARISH/TOWN COUNCIL CASUAL VACANCIES**

Should a casual vacancy arise within a Parish/Town Council the Clerk should as soon as practicable, notify Electoral Services and the following process should be taken (unless the 'effective date' of the casual vacancy occurs during the last six months before any ordinary election):-

- A notice of a casual vacancy will be produced by Electoral Services on behalf of the Clerk. A copy should be placed on display within the Parish/Town by the Clerk and in the Civic Office notice board window.
- The notice asks for 10 Electors from the Parish/Town to request in writing within 14 days (excluding bank holidays or weekends) of the publication of the notice for the vacancy to be filled by an election. The request should be addressed to the Chief Executive of Doncaster Metropolitan Borough Council (at electoral Services address).

### **If a request is received**

- If a request is received within the 14 days, it must contain the names, addresses and signatures of 10 electors of the Parish/Town. Their elector numbers will be checked by Electoral Services to ensure they are on the current Register of Electors for that Parish/Town. If the Parish/Town is divided into Wards then the requests must be made by electors for that Parish/Town Ward.
- The Clerk is then notified of the request and Electoral Services will discuss and provide a calculated Election timetable along with the process and next steps to hold an election. As poll cards are not compulsory for a Parish/Town election the Clerk must advise electoral services in writing, whether poll cards are to be issued. This is followed up by letter to the Clerk with key information and a full timetable of proceedings and further notices to be displayed.
- The election date must be within 60 days (excluding bank holidays or weekends) from the date of the original notice of vacancy.
- Electoral Services will contact the 10 electors to advise them, as per their request, an election will take place on said date, along with the key dates which proceedings will take place.
- Once an election has taken place whether contested or not Electoral Services will provide the Clerk with the results of who has been elected.
- The Clerk must complete the relevant paperwork with the newly elected member within the correct timeframe, such as the 'Declaration of Acceptance of Office' and 'Registration of Interests'. Copies must be submitted to the Monitoring Officer at Doncaster Metropolitan Borough Council.

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### **If a request is not received**

- If after 14 days no electors have requested an election, Electoral Services will notify the Clerk to the Parish/Town Council to advertise and fill the vacancy by co-option (provided that there is a quorum).
  
- The Clerk is to advertise the vacancy and anyone interested is to express an interest in writing to the Clerk and must not be disqualified under the legislation from standing as a Councillor and meet one of the following:
  - the applicant's name appears on the current Register of Electors for the Parish/Town, or
  - the applicant has during the whole of the twelve months preceding the relevant date occupied as owner or tenant of land or other premises in the Parish/Town, or
  - the applicant's only place of work during the whole of the twelve months preceding the relevant date is within the Parish/Town, or
  - the applicant has during the whole of the last 12 months resided in that Parish/Town or within 4.8 kilometres of it.
  
- If only one candidate applies and there is only one vacancy, then the Parish/Town Council would have to have good reason not to co-opt them. If more than one candidate applies and there is only one vacancy then the members would have to consider and vote for each applicant.
  
- Once the candidate has been co-opted, the Clerk must complete the relevant paperwork with the newly elected member within the correct timeframe, such as the 'Declaration of Acceptance of Office' and 'Registration of Interests'. Copies must be submitted to the Monitoring Officer at Doncaster Metropolitan Borough Council.