

SECTION F

CO-OPTION

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F CO-OPTION

A person may be co-opted onto a Community Council for the undernoted reasons.

F1 Filling a Vacancy

F1.1 Community Councils may not have their full complement of members. Community Councils may, therefore, advertise for members of the public to fill these vacancies. Appendix F1 illustrates a draft advert.

F1.2 If a member of the public comes forward to fill a vacancy his/her name will be considered at the next Community Council meeting. If the Community Council agrees by a majority to invite the person to fill the vacancy the nomination of the person must be proposed, seconded and minuted.

F1.3 A member of the public filling a vacancy must:-

F1.3.1 be over 18 years of age at the day on which they are proposed and either

F1.3.2 have his/her name appear on the Register of Local Government Electors for the area of the Community Council, or

F1.3.3 reside in the Community Council area or relevant sub area.

A Community Councillor being co-opted in this manner:-

F1.3.4 may hold office until the next 31 March and then stand for full membership if he/she so wishes.

F1.3.5 counts towards the quorum.

F1.3.6 has voting rights.

F1.3.7 may hold office, except for Chairperson or Treasurer.

F1.3.8 may not serve as a co-optee for longer than eleven months.

F1.3.9 may not be co-opted again to fill a vacancy for the next year.

F1.4 In the event of there being more nominations than the number of vacancies, a draw by lot must take place. The Link Officer, or in his/her absence someone other than a full member of the Community Council, should place all the names (written on individual papers, each which should be folded up separately) in an open container and draw out names until the number of vacancies existing have all been filled.

F1.5 The names only of members of the public co-opted must be advertised for a period of at least 21 days. Appendix F2 illustrates a draft notice.

F2 Specialist Co-option

F2.1 Members of the public may be co-opted onto a Community Council for a specific project. Specialist co-optees' appointments then have to be received and approved by the Community Council. The appointment of a specialist co-optee must be advertised in the same manner as above. Appendix F3 and F4 illustrates draft notices.

F2.2 Specialist co-optees do not require to reside within the Community Council area. They, therefore do not count towards the calculation of the quorum. They have no voting rights and are not permitted to hold office.

XYZ COMMUNITY COUNCIL

VACANCIES

The XYZ Community Council currently has X vacancies.

Community Councils give local people a real say in matters such as local service delivery and other issues which affect daily lives.

Community Councils have a local and statutory interest in the planning process. Local Authorities are required to consult Community Councils on planning applications affecting their areas.

Liquor licensing and some other licensing matters may also be of keen interest to Community Councils and are areas on which Community Councils views might usefully be sought.

Anyone resident within the area of XYZ Community Council who is aged 18 years or over who is interested in becoming a Community Councillor should contact the Secretary as detailed below before XXXX 20XX. [4 weeks should be allowed from the date of publication of the notice for nomination to be received]

J Brown
Secretary
XYZ Community Council
10 Main Street
Merrytown
[Telephone No]
[Email]
[Date]

XYZ COMMUNITY COUNCIL

CO-OPTION

Notice is made that Rona Blue, 71 Green Road, Merrytown was duly co-opted onto XYZ Community Council until 31 March, XXXX at the XYZ Community Council Meeting held on XX XXX 20XX.

Anyone wishing to comment on this co-option should do so to the Secretary as detailed below no later than [*within 4 weeks of the date of this notice*]

SAMPLE

J Brown
Secretary
XYZ Community Council
10 Main Street
Merrytown
[Telephone No]
[Email]
[Date]

[*This Notice must be published within 7 days of the Community Council meeting.*]

XYZ COMMUNITY COUNCIL

SPECIALIST VACANCY

XYZ Community Council is currently looking for a volunteer with interest in (eg forestry and the environment to lead the 'Forestry Project'. The appointment will be for the duration of the project but will be reviewed in one year.)

(DETAIL HERE MORE ON THE PROJECT)

Anyone wishing further information please contact the Secretary as detailed below no later than [date].

SAMPLE

J Brown
Secretary
XYZ Community Council
10 Main Street
Merrytown

[Telephone No]
[Email]
[Date]

XYZ COMMUNITY COUNCIL

SPECIALIST CO-OPTION

Notice is made that James White, 4 Brown Street, Merrytown was duly co-opted onto XYZ Community Council as a specialist co-optee at the XYZ Community Council Meeting held on XX XXX 20XX. Mr White will be leading the 'Forestry Project'. His appointment will be for the duration of the project but will be reviewed in a year.

Anyone wishing to comment on this co-option should do so to the Secretary as detailed below no later than [*within 28 days of Community Council meeting*].

J Brown
Secretary
XYZ Community Council
10 Main Street
Merrytown
[Telephone No]
[Email]
[Date]

[*This Notice must be published within 7 days of the Community Council meeting.*]