

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

Advisory Note	004
Subject	Casual vacancy
Date of last review	May 2013

Procedure for filling a vacancy on the council

When a councillor resigns, the Clerk should inform The Returning Officer/Electoral Services at the Principal Authority. Electoral Services will put notices up (or send them to the Clerk to put up) advertising the vacancy.

The notice allows for a period of 14 days in which 10 people call for an election. If so called, an election must be held within 60 days of the notice of the vacancy, otherwise there can be a co-option. (Rule 8 of the Local Elections (Parishes and Communities) Rules 1986). See Advisory Note 008 – Co-option Procedure.

If an election is called but only 1 person submits nomination papers, then that person is automatically elected. If no nominations are received by the appointed date, the Returning Officer will inform the council that they can co-opt after the proposed election date. See chart on the following page.

Criteria for election

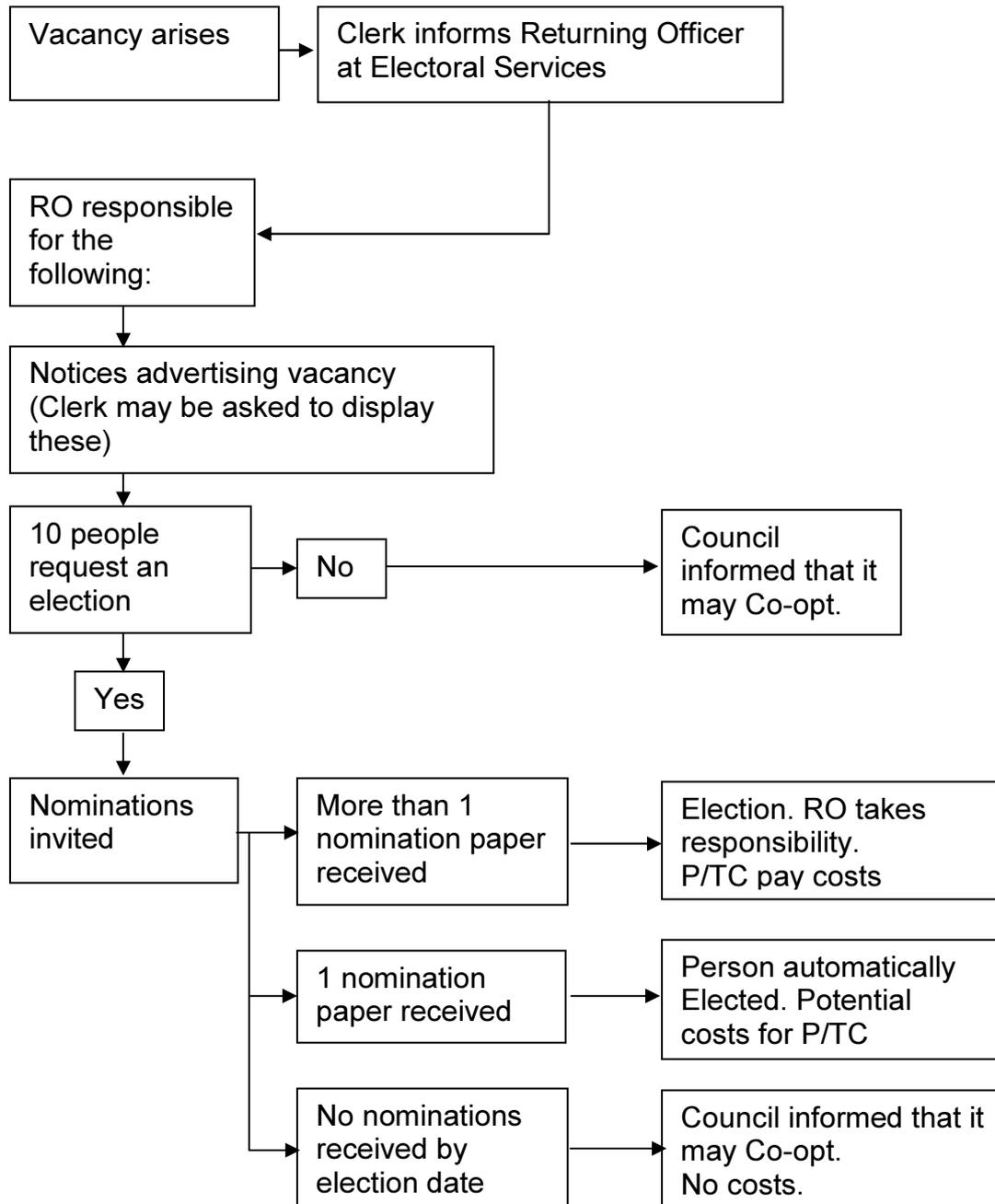
The following are the conditions for people to stand for election onto their Parish or Town Council.

People may stand for election if they have:

- been resident in the parish for one year
- been resident within 3 miles of the parish for one year
- worked **in** the parish for over one year or
- owned property **in** the parish for over one year.

The information, advice or guidance contained in this communication has been prepared by ERNLLCA for the benefit of the recipient council or councils and cannot be shared with any other council not in membership of ERNLLCA.

Procedure For Filling A Council Vacancy



© ERNLLCA

Issued by:

East Riding and Northern Lincolnshire Local Councils Association
Suite 8, Waters Edge Business Centre, Maltkiln Road, Barton upon Humber, DN18 5JR
Tel: 01652 661617 E-mail: enquiries@ernllca.org.uk Website: www.ernllca.org.uk