

Protocol for when a Councillor resigns, Nov 2014.

1. Once the Councillor has given formal written notice of resignation to the Clerk or Chairman their Council email address will be cancelled and their details removed from the Council website.
2. The Clerk will then notify the CBC Elections Officer of the resignation and the Monitoring Officer so that the CBC Website can be amended.
4. The Elections Officer will then present the Parish Clerk with a notice of resignation that will need to be placed on EDPC notice boards and website. This notice invites 10 or more residents to request an election if they so wish.
5. If there is no request for an Election received within 2 weeks of the notices being posted then EDPC may advertise the Casual Vacancy and seek to co-opt a Councillor.
6. The advert for a Councillor must state the anticipated hours, training commitment and level of involvement required. It must also give a closing date for sealed applications.
7. At the closing date the Clerk will open the applications and contact applicants to verify their legal entitlement to apply and that they understand the role.
8. All applicants will be offered the opportunity to meet with the Clerk to discuss informally the role of a Parish Councillor and the projects currently being undertaken. There is no obligation for an applicant to attend such a meeting.
9. An applicants' statement of why they wish to be a Councillor will be circulated to Council Members to consider with the Agenda at which their application(s) will be considered.
10. At the appropriate agenda item the Chairman will give each applicant the opportunity to speak in support of their application for 3 minutes. This is not a Q&A session.
11. The Chairman will ask Councillors to vote by a show of hands which applicant they support; continuing until there is one applicant with an absolute majority, as per item 12a of the Council's Standing Order.
12. The Chairman will invite the successful applicant to join the other Council members at their table.
13. The Clerk will then present the new Councillor with an Acceptance of Offer Form to sign in his/her presence and copies of the Council's Policies and Procedures.
14. The Clerk will at the next working day notify the CBC Monitoring Officer so the website details can be updated. At the same time the Clerk will allocate an email address to the new Councillor and put their details on the website.

Approved & adopted at Council Meeting 13th November 2014.