

# Casual Vacancy Procedure

If a casual vacancy occurs due to a Councillor: resigning; deceased; failure to attend meetings; etc, the Parish/Town Clerk must:

## Inform the District Council in writing:

- Name of the Councillor
- Reason the person is no longer a Councillor
- Name of the Parish/Town Council

By letter to: **Electoral Services, Richmondshire District Council, Mercury House, Richmond DL10 4JX** or  
By email to: [er.elections@richmondshire.gov.uk](mailto:er.elections@richmondshire.gov.uk)  
Contact: **01748 901018** for advice

## The District Council will produce the Notice of Vacancy and

- Send a copy to the Parish/Town Clerk for display within the Parish. The Parish/Town Clerk should complete the acknowledgement slips and return one to the District Council as proof that the Notices have been displayed.
- A copy will be displayed at the Council's office

## Electors of the said Parish have 14 days\* to request the vacancy is filled by election.

- A request must be sent to the Returning Officer at the above address **TEN** electors must sign the request, and include their name and address.
- The request is checked against the entries on the Register of Electors.
- If an elector wishes to put their name forward to be co-opted, they are advised to contact the Parish/Town Clerk and not the District Council.

After the **expiration of 14 days\*** (\*excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, a bank holiday and any day of public thanksgiving or mourning).

**IF**

### No Election Request

- The Returning Officer will inform the Parish Clerk in writing that the Parish Council can now co-opt a new member.
- The letter will include:
  - Declaration of Acceptance of Office form
  - Register of Members Interest Form

or

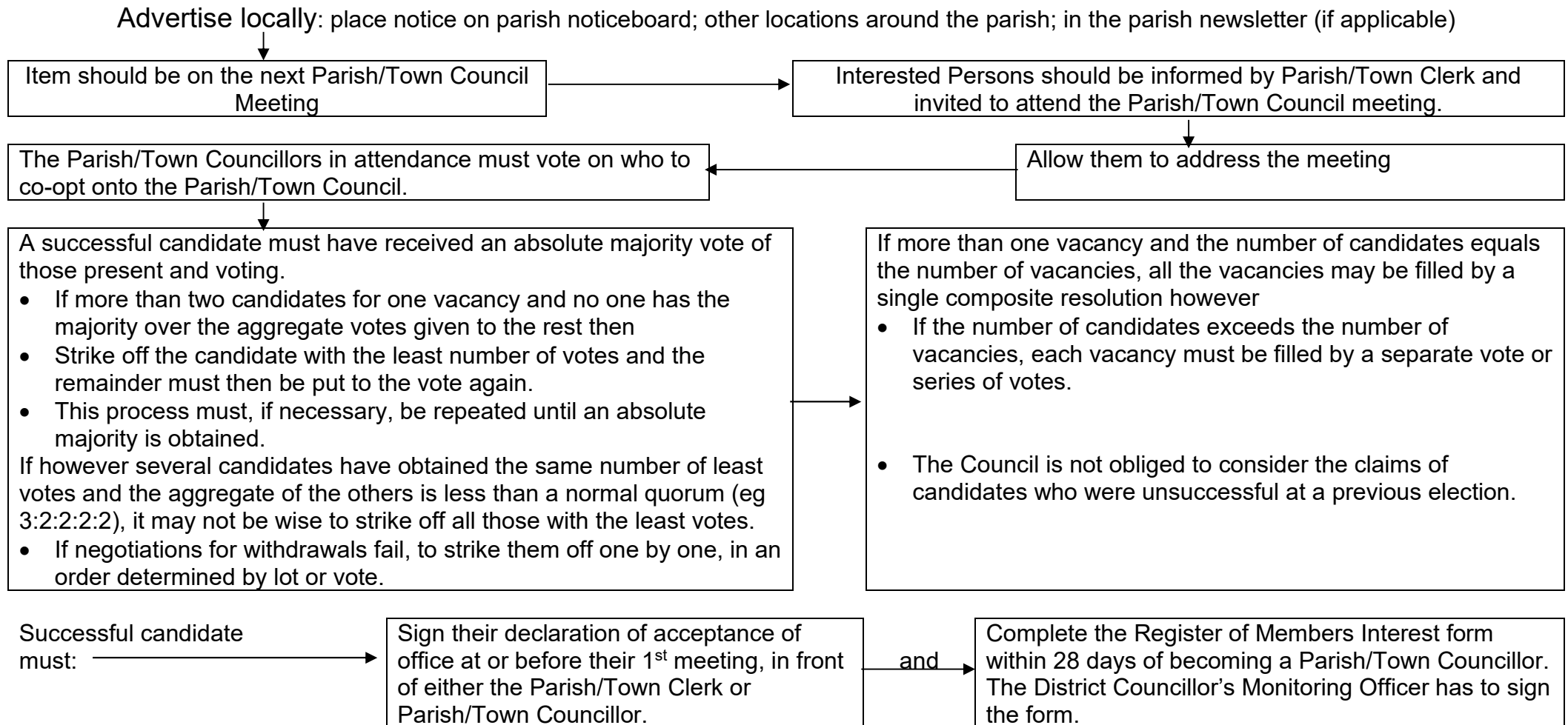
**IF**

### Election Request

- The Returning Officer will inform the Parish Clerk in writing that an election will take place.
- A by-election must be held within 60 days of the Notice of Vacancy.
  - Parish Councils are charged the full amount, approx. £1000 to £3000.
  - An Uncontested Fee is £100-£200

# Co-Option Procedure

When a Parish/Town Council is authorised to co-opt a new Member. The Parish/Town Clerk should:



The Parish/Town Clerk should send a copy the Declaration of acceptance of office and the Register of Members Interest forms to the Council. The originals should be kept on Parish/Town Council files for public inspection. The co-opted councillors hold office until the end of the current term of office of the other councillors (eg 9 May 2022 – 4 days after election date of 5 May 2022).

# Election Procedure

A by-election is held if ten electors of a parish request that the vacancy be filled by election.  
It will be held within 60 days of the Notice of Vacancy

The Returning Officer decides the date and notifies the Parish/Town Clerk.  
Copies of the Notice of Election and Nomination Packs will be supplied to the Parish/Town Clerk.

## The process

Notice of Election – **25<sup>th</sup>** day before the election

Nominations – Noon on **19<sup>th</sup>** day before the election

Statement of Persons Nominated – **17<sup>th</sup>** day before the election

Withdrawal of Candidature – Noon on **17<sup>th</sup>** day before the election

### Uncontested Election Procedure

If after close of withdrawal of candidature, there are sufficient candidates remaining validly nominated, the election is declared an Uncontested Election. The relevant notices will be sent.

Or

### Insufficient Candidates

If after close of withdrawal of candidate, there are insufficient candidates remaining validly nominated, those candidates will be elected as an uncontested election. Then a new election will be organised to fill the other vacancies.

Or

### Contested Election Procedure

If after the close of withdrawal of candidature, there are more candidates remaining validly nominated, then the election process continues.  
NB: (This is not the full election process).

### Election Day

Hours of Poll: 7am to 10pm  
Count: following the close of poll

### Successful candidate must:

Sign their declaration of acceptance of office at or before their 1<sup>st</sup> meeting, in front of either the Parish/Town Clerk or Parish/Town Councillor.

Complete the Register of Members Interest form within 28 days of becoming a Parish/Town Councillor. The District Councillor's Monitoring Officer has to sign the form.

All candidates are required to submit an election expenses return form within 35 days of the election, regardless of the election being contested or not, and even if they have not incurred any expenses.