

PARISH AND TOWN COUNCILS - CASUAL VACANCY PROCEDURE

When a vacancy arises the Parish Clerk will contact the Elections Office who will produce a Notice of Vacancy and issue it to the Parish Clerk who will publish the notice within the parish (usually on a parish notice board)

The expiry date of the Notice of Vacancy is 14 days from the date the Notice is published not including Saturdays, Sundays and Bank Holidays

If, within the 14 day period, 10 electors from the Parish request an election, a by-election will be organised. (electors requesting an election must be registered within that parish)

If 10 signatures are not received within the 14 days the Parish Council must co-opt a new member.

There is no set deadline to fill a vacancy by co-option. However, the rules state as soon as is practicable.

If at any time you require any advice or assistance with casual vacancies please do not hesitate to contact the **Elections Office** on **01423 556008** or **01423 556011**.

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