

Cllr resigns, dies or is disqualified

- Clerk declares casual vacancy
- Clerk notifies election officer
- Clerk posts statutory notice
- Clerk sends copy to election officer
- After at least 14 days:

EITHER

By-election

- Election officer advises Clerk there is to be a by-election
- Election officer takes necessary action for by-election
- Clerk assists by posting statutory notices provided by election officer
- Election officer gives Clerk details of new Councillor elected

- New Councillor elected
- Election officer advises MO

OR

Co-option

- Election officer advises Clerk no by-election called
- Clerk posts notice of co-option
- Clerk distributes application forms
- Candidates provide Clerk with completed applications
- At least 14 days after posting notice of co-option, Parish/Town Council considers applications and co-opts
- Clerk sends MO notification of co-option

MO provides Councillor with register of interests to complete & return within 28 days

Clerk provides New Councillor pack

Councillor signs declaration of office and undertaking BEFORE taking office

administration of casual vacancies