**Advertising**

**Following the normal procedure for advertising the vacancy for election by North Lincolnshire Council and assuming an election is not requested the vacancy may be advertised on the noticeboards, website, Facebook page and in Kirton First inviting interested parties to contact the Clerk.**

**Initial meeting**

Interested candidates will then be invited to an initial, informal meeting with either the Clerk, Mayor, Deputy Mayor, or all three, to chat about the role and answer any questions that the candidate may have.

**Attendance as an observer**

The candidate will then be invited to attend a Full Council meeting as an observer, after which the Clerk will conduct a follow-up meeting either in person or by telephone with the candidate to ascertain if they are still interested and answer any questions they may have.

**Co-option at a meeting of the Full Council**

The candidate will then be asked to give a short presentation of a few minutes saying why they are interested in joining the council and what they can give to the role. Councillors may then ask any questions of the candidate that they feel relevant before proceeding to vote on the co-option.

Only Parish/Town Councillors present at the meeting may nominate, second or vote upon a candidate to fill the vacancy. A Councillor does not have to nominate any candidate. Any Councillor may nominate someone for the vacancy, provided the nomination is seconded, that name may be voted upon.

Voting for the new councillor is by show of hands unless the Council has adopted Standing Orders which allow any other form of voting in Council. If there is more than one candidate for a vacancy the chairman should place the names of those properly nominated into alphabetical order and take a vote. Councillors have only one vote each. The first candidate to receive an absolute majority of those present and voting is declared elected. Should no single candidate receive a majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor.

This continues until one person receives an absolute majority.

If there is more than one vacancy, a Councillor may nominate one person for each seat. Each Councillor has one vote per seat, i.e. two votes or three votes according to the number of vacancies.

The successful candidate is then declared co-opted to the Council he/she will sign the Declaration of Acceptance of Office to agree to be bound by the Code of Local Government Conduct.