

# Parish and Town Councils

## Casual Vacancy Procedure

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- When a vacancy arises, a Notice of Vacancy should be published by the Parish/Town Council Clerk within the Parish/Town Council area (usually on a parish notices board or in the local Post Office).
- The Notice should be signed and dated by the Parish/Town Council Clerk and a copy forwarded to **Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD**.
- To calculate the expiry date of the Notice, count 14 days from the date of the notice not including Saturdays, Sundays or Bank Holidays.
- If, within the 14 day period, 10 electors from the Parish/Town Council request an election, a by-election will be organised. (If the vacancy is for a particular ward of a Parish/Town Council, the electors must be registered within that ward).
- If 10 signatures are not received within the 14 days the parish council must then co-opt a new member.
- There is no set deadline to fill a vacancy by co-option - 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 **Electoral Services** on **(0113) 2476726**.