



# Bangor City Council

## COUNCILLOR CO-OPTION OF POLICY

### 1. Introduction

If no request for an election is received by Cyngor Gwynedd by the date on the Notice of Vacancy, the Electoral Services Department will advise Bangor City Council that it may co-opt to the vacancy.

Co-option is the process by which Town & Community Councils in Wales selects new councillors. This is done as an agenda item within a regular Council meeting.

The Community Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below:

### 2. Procedure

- i) Bangor City Council advertises vacancies and inviting eligible interested candidates to inform the City Director of their interest in writing by the specified date. Email notification of interest is acceptable.
- ii) Following the closing date of the notice of co-option the City Director will advise the candidate/s of the date of the next scheduled council meeting.
- iii) Candidates will be sent details of the requirements and restriction on being a Town and Community Councillor in Wales and they will be asked to provide written self-certification to confirms he/she meets those statutory requirements.
- iv) At the Council meeting, candidates will be invited say something about themselves, outlining their experience, skills and personality, which they feel is important to the role of a Councillor for Bangor City Council. If there are more than one candidate, addresses will proceed in

alphabetical order. Remaining candidates will be asked to vacate the chamber. Each candidate will be allocated a maximum of three minutes.

- v) Once each candidate has addressed the Council and the final candidate has left the Chamber, a closed session of the Community Council, without the public present, will commence.
- vi) Once the Council is 'in camera', the Chair will request a vote. The vote will take the form of a secret ballot on preprepared ballot papers. Councillors can complete one ballot paper per vacancy to be filled.
- vii) On completion of the vote, the Chairman, in conjunction with the City Director, will review the ballot papers and announce the result in alphabetical order of candidates.
- viii) One candidate needs to receive an absolute majority of votes to be co-opted.
- ix) Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Members will be allowed to discuss the remaining candidates for no more than 3 minutes before a second vote is taken. This process is repeated until one person receives an absolute majority.
- x) Voting will be in accordance with Bangor City Council's Standing Orders and Welsh Government guidelines, as such, any Council considered present at a meeting, either in person or remotely, can take part in the vote and the Chair may use his/her casting vote.
- xi) Once one candidate has an overall majority, they will be declared co-opted.
- xii) The successful candidate will be required to make his/her declaration and sign the declaration form, formally declared co-opted to the Community Council and will be asked to join the meeting.
- xiii) The successful candidate is a councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

Reviewed December 2025

Martin Hanks  
City Director