

**FORM FOR CO-OPTION OF COMMUNITY COUNCILLORS**

.....**Community Council**

- Please arrange for this form to be completed and returned to the Community Council Liaison Officer, Inverclyde Council, Legal and Property Services, Municipal Buildings, Clyde Square, Greenock, PA15 1LY.
- The form should be signed by the Co-Opted member and on behalf of the Community Council.

**Co-Opted Member's Details and Declaration**

I, the below named, consent to my Co-Option as a Member of the named Community Council and I declare that:

- I am aged 16 or over;
- I live within the Community Council area;
- I am named on the Electoral Register for that area.

First Name:- .....

Any Middle Names:- .....

Surname:- .....

Address:- .....

Postcode:- .....

Telephone:- ..... Mobile:-.....

Email address:- .....

Electoral Roll No:- .....

*Electoral Registration details can be obtained from the Electoral Registration Officer, The Robertson Centre, 16 Glasgow Road, Paisley PA1 3QF, Telephone 0300 300 0150.*

I understand that, if successful, my name and address will be included on the register of Community Council Members made available to view on [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk), and that my details will be retained by Inverclyde Council and used to contact me on Community Council business . Information on how Inverclyde Council processes personal information and guards privacy can be viewed at <http://www.inverclyde.gov.uk/privacy>.

**I have read and understood the Code of Conduct for Community Councillors**

**This is available on the Scottish Government website at**

**<http://www.scotland.gov.uk/Topics/Government/local-government/CommunityCouncils/RelevantPublications>**

Co-Opted Member's Signature:-.....

Date:-.....

**Community Council's Declaration**

.....**Community Council**

I, as Secretary of and on behalf of the named Community Council, declare that:

- a motion to co-opt the named Co-Opted Member to the Community Council was passed at the meeting of the Community Council detailed below;
- the motion was proposed and seconded by the Community Councillors detailed below;
- the co-option was carried out in accordance with the terms of the Inverclyde Council Scheme of Establishment of Community Councils, and the Constitution and Standing Orders of the Community Council; and
- therefore, the named Co-Opted Member is now a Community Councillor on the named Community Council.

Name of Co-Opted Member:- .....

Community Councillor Proposing:- .....

Community Councillor Seconding:- .....

Date of Meeting:- .....

Name of Secretary:- .....

Secretary's Signature:-..... Date:-.....

**NOTES**

1. The Co-Opted Member must be 16 or over and must reside in the Community Council area **and** appear on the Electoral Register for that area.
2. The maximum number of co-opted members is one quarter of the Community Council's total membership (i.e. the total of elected **and** co-opted Community Councillors).
3. Notice must have been given to all Community Councillors 14 days prior to the meeting at which the co-option was decided that a proposed co-option was to be discussed.
4. A decision to co-opt can only be voted on by elected (i.e. **not** co-opted) Community Councillors, and must be passed by at least a two-thirds majority of those present and eligible to vote at the meeting.

Please arrange for this form to be completed and returned to:

**The Community Council Liaison Officer  
 Inverclyde Council  
 Legal and Property Services  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY**