

Bishopthorpe Parish Council
APPENDIX A - Voting Procedures & Examples

1. VOTING PROCEDURES

- i) Councillors shall vote by secret ballot. It will be normal practice for the Clerk to prepare and distribute ballot voting forms to councillors to record their votes.
- ii) Voting will be according to the statutory requirements, in that an absolute majority vote procedure, will normally be used to select a successful candidate. *See Section 1.1 (a) – Definitions.*
- iii) If there are more than two (2) candidates for a vacancy and no single candidate receives the required absolute majority in the first round of voting, the candidate with the least number of votes will then be removed and will not take part in any further voting rounds for the vacancy.
- iv) A further round of voting will then take place, with the process being repeated, if necessary, until a candidate receives the required majority votes.
- v) In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- vi) In instances where there are more than two (2) candidates and an equality of votes situation may occur, the Council may consider it necessary to temporarily use a relative majority voting procedure, in order that the Chairman will have a second casting vote to resolve a voting equality deadlock at an intermediate stage of the voting procedures.
See Section 1.1 (b) – Definitions, and also Scenario B below.
- vii) The Chairman of the meeting will announce the name of the successful candidate for the casual vacancy.

More than one casual vacancy

- viii) In circumstances where a number of casual vacancies occur simultaneously, then the selection and voting procedures for each of these co-option vacancies will be considered individually, i.e. one-at-a-time and the voting procedures for each casual vacancy shall be used, as detailed above.
- ix) For a multiple casual vacancy situation where, during the voting processes for the first councillor vacancy, certain of the candidates may have been removed from the ballot/voting process (for having received the least votes), these candidates' names will be included within the list of candidates for the other casual vacancies under consideration at that time.

2. Examples Of Possible Voting Scenarios

2.1 Scenario A

Four (4) candidates are applying for a casual vacancy; nine (9) councillors are present and participating in the vote.

Voting Round 1

Candidate 1 -	2 Votes
Candidate 2	3 Votes
Candidate 3	3 Votes
Candidate 4	1 Vote

No one candidate has received a majority vote, i.e. a majority vote would be considered to be a candidate receiving at least five (5) votes of the total votes cast. Therefore; the candidate with the least number of votes, Candidate. 4, is removed. A new round of voting now takes place with the three remaining candidates.

Voting Round 2

Candidate 1	2 Votes
Candidate 2	4 Votes
Candidate 3	3 Votes

Once again, no one candidate has received an absolute majority; therefore Candidate 1 who has the least votes is removed. The third round of voting now takes place with the two remaining candidates.

Voting Round 3

Candidate 2	6 Votes
Candidate 3	3 Votes

Candidate 2 receives a clear majority, six (6) votes and therefore he/she may be offered the councillor vacancy.

2.2 Scenario B

Four (4) candidates are applying for a casual vacancy and nine (9) councillors are present and participating in the vote. However, this example considers a somewhat more complex situation, involving equality of voting for various candidates.

Voting Round 1

Candidate 1	3 Votes
Candidate 2	2 Votes
Candidate 3	2 Votes
Candidate 4	2 Votes

Candidate 1 cannot be given the position as he/she have not received an absolute majority. However due to the equality of votes received by all of the other candidates, a *relative majority* procedure will be applied and Candidate 1 will now go through to Round 2 of the voting procedure.

As the other candidates each received equal votes (2 votes each), a separate vote (Round 1a) must now be taken for these three remaining candidates (2, 3 and 4) to decide which candidate will be removed.

Separate Voting Round (1a)

Candidate 2	3 Votes
Candidate 3	3 Votes
Candidate 4	3 Votes

Each candidate has (again) received an equal number of votes; therefore, the Chairman of the meeting now has a casting vote. If the Chairman gives the casting vote to Candidate 3, then Candidate 3 goes forward to Round 2 and joins Candidate 1.

Another voting round is now taken – returning to the *absolute majority* procedure - in order to select the third candidate to go forward to Round 2.

Separate Voting Round (1b)

Candidate 2	5 Votes
Candidate 4	4 Votes

This result provides a clear majority to Candidate 2 and Candidate 4 is removed. Candidate 2 then joins Candidates 1 and 3 for the next round of voting (Round 2).

Voting Round 2

Candidate 1 5 Votes

Candidate 2 4 Votes

Candidate 3 0 Votes

Candidate 1 now receives a clear majority of votes, therefore further voting is not required and Candidate 1 may be offered the Councillor vacancy.

Scenario B has assumed a somewhat complex situation, which may not occur on a regular basis, but has been included to demonstrate the procedures to be used, should such a scenario/situation arise.

2.3 Scenario C

In this scenario, there is more than one casual vacancy arising within the Parish Council, simultaneously.

In this situation, and taking Scenario 1 as the example; having successfully selected Candidate 2 for the first casual vacancy, the three remaining candidates – Candidates 1, 3 and 4) - will again come forward to be considered for selection for any further casual vacancy that may also exist at that time.

The voting procedures for any other casual vacancies will also follow the agreed voting procedures.