**Co-option Pro-Forma**

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| **Community Council Name** |  |
| **Date of meeting when co-option was approved** |  |
| **Co-opted Community Councillor Full Name****(forename and surname)** |  |
| **Home address of Co-opted Community Councillor****(including postcode)****To check if an address falls within a community council boundary please use the ‘**[**Find My Community Council**](https://cityofedinburgh.maps.arcgis.com/apps/instant/lookup/index.html?appid=06d64c0a7ae1405cb243c18e3fa2cd97)**’ tool available on our public webpages at** [**https://www.edinburgh.gov.uk/community-planning/community-councils/1**](https://www.edinburgh.gov.uk/community-planning/community-councils/1) |  |
| **Email address for co-opted Community Councillor** |  |
| **Proposer 1****Full name****(forename and surname)** |  |
| **Proposer 1****Home address** **(including postcode)** |  |
| **Proposer 2****Full name****(forename and surname)** |  |
| **Proposer 2****Home address** **(including postcode)** |  |

Please refer to [The Scheme for Community Councils](https://www.edinburgh.gov.uk/downloads/file/36248/scheme-for-community-councils-effective-28-march-2025-pdf-version) for further information relating to co-option and membership of community councils. Please also note that;

* Members who are co-opted through the vacancy process must be eligible for membership of the community council (e.g. candidates must reside in the community council boundary area and be named on the Electoral Register and be 16 years and older).
* Members who are co-opted must be elected onto the community council by a two-thirds majority of the voting members present (for avoidance of doubt these are elected members and nominated representative members of local interest groups.)
* Co-opted members shall have full voting rights, with the exception of voting on co-option of new members, and will serve until the next round of elections.
* The number of co-opted members may not exceed a half of the total maximum permitted elected membership for a Community Council ([as detailed in Schedule 1, Column A within the Scheme for Community Councils](https://www.edinburgh.gov.uk/downloads/file/36248/scheme-for-community-councils-effective-28-march-2025-pdf-version)) and in such circumstances the Community Council must gain approval from the City of Edinburgh Council before proceeding with any further co-options and/or explore options with the City of Edinburgh Council pertaining to calling an Extraordinary General Meeting (EGM).
* Community Councils are encouraged to consider co-option as a mechanism to increase the diversity of their membership.

Please return the completed form by email to governance@edinburgh.gov.uk within 10 working days of the co-option of a community councillor being agreed.

If the intended co-option details are known in advance of a community council meeting and assistance is required to check if an address is contained within a boundary area then the co-option proforma can be supplied to governance@edinburgh.gov.uk 10 working days in advance of the meeting.

**Data Protection**

In processing personal information, The City of Edinburgh Council must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Email addresses for office bearers of community councils will be publicly displayed on the Council’s website. Therefore, it is recommended that for official community council business a generic email address is provided rather than a personal email address e.g. treasurer.edinburghcommunitycouncil@mailbox.com

Further information about how your personal data will be processed can be found in the [Community Council Privacy Notice.](https://www.edinburgh.gov.uk/downloads/file/36729/community-councils-privacy-notice)

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You can get this document on audio CD, in Braille, and **Large Print** if you ask us. Please contact Interpretation and Translation Service (ITS) on its@edinburgh.gov.uk and quote reference number **25-0502 - 2.10h - Co-option Pro-Forma**. ITS can also give information on community language translations. You can also get more copies of this document by contacting governance@edinburgh.gov.uk