



**CITY OF WESTLAKE  
NOTICE OF VACANCY – CITY COUNCIL**

NOTICE IS HEREBY GIVEN that a vacancy exists as of November 8, 2023, with the City of Westlake City Council. The City Charter requires that where a vacancy occurs in the office of any councilmember and the remaining term is less than 2 years and 81 days, the remaining councilmembers shall within 30 days following the occurrence of the vacancy appoint, by majority vote, a person to fill the remainder of the unexpired term.

The City hereby notifies all those interested persons who wish to be considered and are qualified to fill the vacancy of Seat 1, expiring March 2024, to submit the following information to the City Clerk, by email at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com), **no later than Monday, November 27, 2023 at 4:00 PM.** No late submissions will be considered.

To be considered eligible for appointment, the person must be a qualified elector (registered voter) and a resident residing in the City of Westlake boundaries for at least one (1) year prior to the vacancy (November 8, 2023). To verify eligibility, please present:

1. A copy of a valid government issued photo identification card
2. A copy of a current voter registration card
3. An [Application](#) (This form is available online at [www.westlakegov.com](http://www.westlakegov.com) or <https://www.westlakegov.com/bc/page/advisorycommittee-board-application>. You may also request this form in person, by email or by phone by contacting the Office of the City Clerk.

In addition to the documents numbered 1 through 3, please submit a letter of interest or a resume expressing your interest and the reasons why you should be selected for appointment.

The City Council will consider appointing a qualified nominee to fill the vacancy at its regular City Council meeting, Tuesday, December 5, 2023, at 6:00 PM.

If you have any questions, or need assistance, please contact the City Clerk's Office by email at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com), or by telephone at (561) 530-5880.

Zoie Burgess, CMC  
City Clerk, City of Westlake  
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