

Councillor Vacancy

Process

- **Members need to formally accept the resignation and declare that seat vacant (Towyn Ward).**
- **We then need to notify CCBC of the vacancy/resignation.**
- **Conwy CBC will provide a Public Notice to advertise the vacancy which needs to be posted in and around the ward in prominent places.**
- **If CCBC receive 10 signatures from electors in that particular community ward requesting an election during the 14 working day period, then an election must be held. The cost of the election (contested or uncontested) will be borne by the TC. If there are requests for an election, CCBC will let the TC know as soon as possible and will advise the TC of the next step/process.**
- **If CCBC do not receive a request for an election during the 14 working day period, then the TC can move on to co-option. A second notice must then be published advertising the co-option opportunity, as per the law. (CCBC will send the TC the Notice of Co-option).**