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**G. Staff Assignments to Committee.**

The City Manager shall designate staff for each standing committee, who shall prepare the agenda, provide proper notice, prepare minutes, and prepare a record of attendance for every meeting.

**RULE 16 – FILLING COUNCIL VACANCIES AND APPROVED EXTENDED LEAVE OF ABSENCE**

**A. Purpose.**

The purpose of this section is to provide guidance to the Council when a Council Member position becomes vacant before the expiration of the official’s elected term of office, or when the Council has approved a Council Member’s extended leave of absence and desires to appoint a replacement during the absence.

**B. Appointment Process.**

1. A Council Member position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of the Council Member.
2. For a Council Member position where the member is unavailable to serve due to illness, injury, incapacitation, or otherwise unable to serve in the position for ninety (90) days or greater and the Council approves the extended leave absence, then the Council Member position should (but is not required) be filled by the Council, and the Council will use the same appointment process as filling a vacant position.
3. Pursuant to RCW 42.12.070 and Tacoma City Charter Section 2.7, the Council Member who is vacating their position cannot participate in the appointment process; however, a Council Member who is on an approved extended leave absence, if able, can participate in the appointment process for their replacement.
4. The Council shall direct the City Manager to begin the Council Member appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
5. The City Clerk’s Office shall prepare and submit a public notice to the City’s official newspaper, official website, and provide courtesy copies to all requesting local media outlets, which announces the open position consistent with the requirements necessary to hold public office and specifically lists those requirements including that the applicant<sup>8, 9</sup>:

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<sup>8</sup> City Charter Section 2.2

<sup>9</sup> RCW 29A.24.075

- a. be a qualified elector of the City of Tacoma,
- b. be a resident of the City of Tacoma for two (2) years immediately preceding the time of applying to fill the open seat, and
- c. if applying for a district position, shall be a resident of the district for one year immediately preceding the time of appointment to fill the open seat.

The public notice shall be published once each week for two (2) consecutive weeks. The notice shall contain other information, including, but not limited to, time to be served in the vacant position, salary information, deadline date and time for submitting applications, interview and appointment schedules (if known), and such other information that the Council deems appropriate.

6. The City Clerk's Office shall use the standard application form used by the City for residents to apply to a City Committee, Board or Commission. Applications will be available at the City of Tacoma Clerk's Office, Customer Service Center, and on the City's official website.
7. Applications received by the deadline date and time will be copied and circulated by the City Clerk's Office to the Mayor and Council. Applications received after the deadline date and time shall be rejected by the City Clerk's Office and returned to the applicant. Application packets may also contain additional information received such as a cover letter, resume, endorsements, letters of reference, and other pertinent materials.
8. The City Clerk's Office shall publish on the City's website and in the City's official newspaper the required public notice(s) for the full City Council meeting scheduled for interviewing applicants for consideration to the open position. This meeting may be a regularly scheduled or special City Council meeting.
9. If more than ten (10) valid applications are received for the open position:
  - a. The Council will reduce the number of applicants to be scheduled for a presentation by allowing each Council Member, in an open public meeting, to select or forward a number of applicants equal to 20 percent of the total applicant pool, rounded up, from the applicant pool to present. No second to select or forward an applicant to present is needed. Council Members may convene into an Executive Session to discuss the qualifications of the applicants. The Council will then close nominations by motion, second, and then vote in the public meeting to schedule the candidates to present, and set the length of each presentation.
  - b. The City Clerk's Office shall notify applicants of the location, date, and time of Council presentations.
  - c. Each presentation of the applicant shall be no more than 8 minutes in length, depending on the number of applicants presenting, as follows:

- (1) The applicant shall present their credentials to the Council. (three to eight minutes)
    - (2) The applicants' order of appearance will be alphabetical. Only the applicant presenting will be brought into the Council Chambers during their presentation; the other applicants will be asked to remain outside the Council Chambers until their presentation time.
  - d. Upon completion of the presentations, Council Members may convene into an Executive Session to discuss the qualifications of the applicants. All presentations, deliberations, nominations, and vote taken by the Council shall be in an open public meeting.
10. Following the first round of presentations, or if there were not more than ten (10) applicants, the Mayor may ask for nominations from the Council Members for the purpose of narrowing down the applicant pool to the finalists that will be considered. Each Council Member, in an open public meeting, will be allowed to nominate a number of finalists equal to 20 percent of the applicants who presented, rounded up. No second is needed for nominations. Nominations to the finalist list is closed by a motion, second, and majority vote of the Council and then vote in the public meeting to schedule the candidates to be interviewed. Council Members may convene into an Executive Session to discuss the qualifications of the applicants. Council Members may deliberate on such matters as criteria for selection, number of finalists to forward, and of the qualifications of the finalists.
  11. The City Clerk's Office shall notify applicants of the location, date, and time of Council interviews.
  12. Each interview of the applicant shall be no more than 20 minutes in length and shall not include time Council is asking questions, as follows:
    - a. The applicant shall make opening remarks (2 minutes)
    - b. The applicant shall respond to Council Member questions. (17 minutes)
    - c. The applicant shall make closing remarks. (1 minute)
    - d. The applicants' order of appearance will be alphabetical. Only the applicant being interviewed will be brought into the Council Chambers during their interview; the other applicants will be asked to remain outside the Council Chambers until their interview time.
  13. Following interviews, Council Members will have until the next meeting to consider applicants for appointment.
  14. At the next meeting, the finalists shall be placed in order of appearance determined by random lot drawing performed by the City Clerk. The City Clerk shall proceed with a

- roll-call vote of each finalist until a nominee receives a majority vote of the Council Members.
- a. If no finalist receives a majority vote of the Council Members, then the finalist receiving the least votes will be removed from consideration, and the City Clerk shall proceed with another roll-call vote of each finalist until a nominee receives a majority vote of the Council Members.
15. The Mayor shall declare the nominee receiving the majority vote as the new Council Member, who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled meeting.
  16. At any time during the appointment process, the Council may by motion, second, and majority vote of the Council, postpone the appointment until a date certain or regular business meeting if no nominee receives a majority of the vote.
  17. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.
  18. Nothing in this policy shall prevent the Council from reconvening into an Executive Session to further discuss applicant qualifications.
  19. Pursuant to Tacoma City Charter 2.7, if the City Council does not appoint a qualified person to fill a vacancy within sixty (60) days from the date the vacancy occurs, then the Mayor shall make the appointment, subject to confirmation of the remaining members of the Council. If the City does not confirm the appointment to fill a vacancy within ninety (90) days of the declared vacancy, then pursuant to RCW 42.12.170 the appointment power is delegated to the Pierce County Council. This Section 20 shall not apply to filling of an approved extended leave of absence, so in the case the open position is not appointed within sixty (60) days, the position may remain open until such time as the Council desires to fill it.

## TACOMA CITY CHARTER

### **Qualifications and Compensation of Council Members**

Section 2.2 – Council Members shall be qualified electors and shall be residents of the City for two years immediately preceding the time of filing as a candidate and, if running for a district position, shall be residents of their districts for one year immediately preceding the time of filing as candidate or, if appointed to fill a vacancy, the time of appointment. No person shall be eligible for the office of Council Member while holding any other elective public office.

(Amendments approved by vote of the people September 18, 1973 and November 4, 2014)

### **Council Vacancies**

Section 2.7 – Whenever a vacancy occurs in the office of Council, the Council shall fill such vacancy by appointment by a majority vote of its remaining members until the commencement of the term of office of municipal officials succeeding the next general municipal election occurring after the date of such appointment, and if any unexpired term remains, it shall be filled by election; however, that in the event a majority of the Council fails to make an appointment to fill a vacancy on the Council within a period of sixty (60) days from the date the vacancy occurs, then the Mayor shall make the appointment, subject to the confirmation of the remaining members of the Council.

(Amendments approved by vote of the people September 18, 1973, September 16, 1980, and November 4, 2014)

**Full Charter:** [City Charter 2014 \(cityoftacoma.org\)](http://cityoftacoma.org)



## 2022 City Council Vacancy Appointment Process Desired Criteria and Competencies

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The City Council discussed the appointment process at its June 21, 2022, study session ([view meeting details and recording here](#)). Each Council Member identified the criteria and competencies they would like to see in the pool of applicants, and all suggestions are listed below.

For details and eligibility requirements, please view the notice and application materials at [cityoftacoma.org/councilmeetings](http://cityoftacoma.org/councilmeetings).

### ***Council Members' Desired Criteria***

- Strong Teamwork, willingness to collaborate, and the ability to work through difficult issues and find consensus.
- Board or commission experience; the ability to get up to speed quickly as a member of the City Council.
- Knowledge of and passion for the City of Tacoma;
- Someone who values and seeks to understand the different experiences of people who live here.
- Background that further expands the diversity of the Council (ethnicity, gender, age, experience, expertise, geographic location, etc.).
- Long-term commitment to the Council, with the intention to run for and continue in this position after the appointment ends.
- Depth of interest or experience in multiple issues.
- Someone who can offer fresh ideas.
- Business acumen, budgeting experience, and/or small business experience.
- Potential background in homelessness, science, environmental issues, legal, or communications.

### ***Desired Competencies***

- Integrity and honesty.
- Teamwork and Collaboration.
- Leadership experience.
- Decision-making skills.
- Communicates effectively.
- Resiliency.
- Accountability.
- Reliability.
- Critical thinking and problem solving.

# City Council Appointment Timeline

DATE	ACTION
<b>Tuesday, June 4, 2024</b>	City Council discussion of process and selection criteria during Committee of the Whole
<b>Tuesday, June 4, 2024</b>	City Council makes a motion to direct the City Manager to have staff initiate the process to accept applications for appointment to the City Council for a term to expire December 31, 2025 at the Council meeting ( <a href="#">Council Rule 16B4</a> )
<b>Tuesday, June 4, 2024</b>	Mayor announces that applications will be accepted from Thursday, June 6, 2024, through Thursday, June 20, 2024, by 12:00 Noon, and that candidates will be expected to address the City Council at the special meeting/council meeting of Tuesday, July 2 and 9, 2024 ( <i>to be held in Chambers, via Zoom, and broadcast on TV Tacoma</i> )
<b>Thursday, June 6, 2024</b>	Advertise notice of position for two consecutive weeks and post application on City website ( <a href="#">Council Rules 16B5-8</a> )
<b>Thursday, June 20, 2024</b>	Application deadline
<b>Thursday, June 20, 2024</b>	Clerk's Office sends list of candidates to City Council
<b>Friday, June 21, 2024</b>	Clerk's Office provides City Council packets containing all application materials, and posts all applications on City website
<b>Tuesday, June 25, 2024</b>	City Council holds executive session* following study session to discuss qualifications of candidates; City Council may consider motion(s) at City Council meeting to narrow the number of applicants for consideration if necessary ( <a href="#">Council Rule 16B9</a> )
<b>Tuesday, July 2, 2024</b>	First round of candidates will address the City Council at special meeting/council meeting. City Council holds executive session* following study session to discuss qualifications of candidates; City Council may consider motion(s) at City Council meeting to narrow the number of applicants for final consideration if necessary ( <a href="#">Council Rule 16B10</a> )
<b>Tuesday, July 9, 2024</b>	Final round of candidates will address City Council at special meeting/council meeting ( <i>held in Chambers, via Zoom, and broadcast on TV Tacoma</i> ), City Council holds executive session* to discuss qualifications of candidates ( <a href="#">Council Rule 16B12</a> )
<b>Tuesday, July 16, 2024</b>	City Council considers motion(s) at City Council business meeting to appoint an individual to fill the position, notification of results provided to all applicants ( <a href="#">Council Rule 16B13-19</a> )
<b>Wednesday, July 17- Tuesday, July 23, 2024</b>	Swear in newly appointed Council Member ( <a href="#">Council Rule 16B15</a> )



\* **RCW 42.30.110(1)(h)** provides that an executive session may be held to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

# City Council Potential Appointment Timeline

DATE	ACTION
<b>Tuesday, June 4, 2024</b>	City Council discussion of process and selection criteria during Committee of the Whole
<b>Tuesday, June 4, 2024</b>	City Council makes a motion to direct the City Manager to have staff initiate the process to accept applications for appointment to the City Council for a term to expire December 31, 2025 at the Council meeting ( <a href="#">Council Rule 16B4</a> )
<b>Tuesday, June 4, 2024</b>	Mayor announces that applications will be accepted from Thursday, June 6, 2024, through Thursday, June 20, 2024, by 12:00 Noon, and that candidates will be expected to address the City Council at the special meeting/council meeting of Tuesday, July 9, 2024 ( <i>to be held in Chambers, via Zoom, and broadcast on TV Tacoma</i> )
<b>Thursday, June 6, 2024</b>	Advertise notice of position for two consecutive weeks and post application on City website ( <a href="#">Council Rules 16B5-8</a> )
<b>Thursday, June 20, 2024</b>	Application deadline
<b>Thursday, June 20, 2024</b>	Clerk's Office sends list of candidates to City Council
<b>Friday, June 21, 2024</b>	Clerk's Office provides City Council packets containing all application materials, and posts all applications on City website
<b>Tuesday, July 2, 2024</b>	City Council holds executive session* following study session to discuss qualifications of candidates; City Council may consider motion(s) at City Council meeting to narrow the number of applicants for final consideration if necessary ( <a href="#">Council Rule 16B9-10</a> )
<b>Tuesday, July 9, 2024</b>	Final candidates address City Council at special meeting/council meeting ( <i>held in Chambers, via Zoom, and broadcast on TV Tacoma</i> ), City Council holds executive session* to discuss qualifications of candidates ( <a href="#">Council Rule 16B12</a> )
<b>Tuesday, July 16, 2024</b>	City Council considers motion(s) at City Council business meeting to appoint an individual to fill the position, notification of results provided to all applicants ( <a href="#">Council Rule 16B13-19</a> )
<b>Wednesday, July 17- Tuesday, July 23, 2024</b>	Swear in newly appointed Council Member ( <a href="#">Council Rule 16B15</a> )

\* **RCW 42.30.110(1)(h)** provides that an executive session may be held to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.