

## 2018 Council Interim Appointment Timeline (Draft)

DATE	ACTION
<b>February 2018</b>	Council Member announces leave of absence.
<b>February 13, 2018</b>	Council makes a motion to direct the City Manager to have staff initiate the process to accept applications for interim appointment for the period of absence
	Mayor announces at Council meeting that applications will be accepted from February 15 <sup>th</sup> through February 22 <sup>nd</sup> at 5 p.m., and that candidates will be expected to address the City Council at the City Council study session of March 6 <sup>th</sup> , 2018 <i>(to be held in Chambers and broadcast on TV Tacoma)</i>
<b>February 15, 2018</b>	Advertise for position applications and post application on City website
<b>February 22, 2018</b>	Application deadline
<b>February 23, 2018</b>	Clerk's Office sends list of candidates to full Council, and posts all applications on City website
<b>February 26, 2018</b>	Clerk's off provides Council packets containing all application materials
<b>February 27, 2018</b>	Council discussion of process and selection criteria during opens session at study session
	City Council hold executive session* following study session to discuss qualifications of candidates; Council may consider motion(s) at City Council business meeting to narrow the number of applicants for final consideration if necessary
<b>March 6, 2018</b>	Final candidates address City Council at study session <i>(to be held in Chambers and broadcast on TV Tacoma)</i> , City Council holds executive session* to discuss qualifications of candidates
	Council considers motion(s) at City Council meeting to appoint individual to fill interim position, notification of results provided to all applicants
<b>March 7, 2018</b>	Swear in interim Council Member

\*RCW 42.30.110(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.