

# City Council Vacancy Appointment Process

## Qualifications of applicants

1. Must have the ability to register to vote
2. Must be a City resident for two years immediately preceding the time of filing.

## Current Process based on Council Rule 16

- If more than ten (10) valid applications are received for the open position, then the Council will reduce the number of applicants to be scheduled for an interview by allowing each Council Member, in an open public meeting, to select or forward one applicant from the applicant pool to be interviewed, with a potential total of nine candidates.
  - No motion is needed to select or forward an applicant to be interviewed.
  - 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 be interviewed.

## Interviews

- Each interview of the applicant shall be no more than 8 minutes in length as follows:
  - The applicant shall present his or her credentials to the Council. (3 minutes)
  - The Council shall ask the applicant questions. (5 minutes)
  - The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
  - Only the applicant being interviewed will be allowed in the Council Chambers during the interview, the other applicants will be asked to remain outside the Council Chambers until their interview time.
- Upon completion of the interviews, Council Members may convene into an Executive Session to discuss the qualifications of the applicants.

## Appointment

- 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.
  - No second is needed for nominations.
  - Nominations to the finalist list is closed by a motion, second, and majority vote of the Council.
  - Council Members may deliberate on such matters as criteria for selection, and of the qualifications of the finalists.
- Following such deliberation, the Mayor shall ask the Council Members if they are prepared to vote.
- The finalists shall be placed in alphabetical order according to their last names. The City Clerk shall proceed with a roll-call vote of each finalist until a nominee receives a majority vote of the Council Members.
- 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.