

CITY OF BOTHELL

CITY COUNCIL PROTOCOL MANUAL



City of Bothell

Adopted: June 12, 2000
Resolution No. 1099 (2000)

Revised: July 22, 2002
Resolution No. 1140 (2002)

Revised: March 13, 2006
Resolution No. 1184 (2006)

Revised: March 20, 2007
Resolution No. 1200 (2007)

Revised: April 17, 2007
Resolution No. 1201 (2007)

Revised: March 17, 2009
Resolution No. 1230 (2009)

Revised: May 4, 2010
Resolution No. 1255 (2010)

Revised: March 19, 2013
Resolution No. 1295 (2013)

Revised: April 2, 2013
Resolution No. 1296 (2013)

Revised: July 9, 2013
Resolution No. 1298 (2013)

Revised: April 18, 2017
Resolution No. 1360 (2017)

Chapter 10

Leaving Office

10.01 Return of Materials and Equipment

During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as copies of the Bothell Municipal Code, *Imagine Bothell...*, Comprehensive Plan, mailbox key, etc. These items are to be returned to the City at the conclusion of a member's term.

10.02 Filling Council Vacancies

A. Purpose

The purpose of this section is to provide guidance to the City Council when a Bothell Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.

B. References

[RCW 42.30.110\(H\)](#) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective office.

[RCW 42.30.060](#) – Prohibition on Secret Ballots.

[RCW 42.12](#) – Vacant Position.

[RCW 35A.13.020](#) – Vacancies – Filling of Vacancies in Council/Manager Form of Government.

C. Appointment Process

(1) A Council 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 a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.

(2) The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.

(3) The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Bothell, and (b) have a one (1) year residency in the City of Bothell. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

(4) The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at City of Bothell offices and on the City's official website. Copies of the display advertisement will be provided to current members of the City of Bothell commissions, committees, task forces and other City-sponsored citizen groups.

(5) Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(6) The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.

(7) The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

(8) Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

D. Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

(1) The applicant shall present his or her credentials to the City Council. (5 minutes)

(2) The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

(3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes)

(4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

(5) The Council may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

E. Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.

(1) The Mayor shall ask for nominations from the Councilmembers for the purpose of creating a group of candidates to consider. No second is needed.

(2) Nominations are closed by a motion, second and majority vote of the Council.

(3) Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.

(4) The Mayor shall poll Councilmembers to ascertain that Councilmembers are prepared to vote.

(5) The City Clerk shall proceed with a roll-call vote.

(6) Elections will continue until a nominee receives a majority vote of the remaining Councilmembers.

(7) At any time during the election process, the City Council may postpone elections until a date certain or regular meeting if a majority vote has not been received.

(8) Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

(9) The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled City Council meeting.

(10) If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number	Rev.	Effective Date	Page 1 of
	100-38	B	1/4/11	
Filling City Council Vacancies	Supersedes	Prepared by:	Approved by:	
	1/3/00			

1.0 Purpose

The purpose of this policy is to provide guidance to City Council when a Vancouver Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular municipal election.

2.0 Organizations Affected

City Council/City Manager

3.0 References

RCW 42.30.110(h) – Executive Session Allowed to Consider qualifications of a Candidate for Appointment to Elective Office.

RCW 42.30.060 – Prohibition on Secret Ballots.

RCW 42.12 – Vacant Position

RCW 35A. 13.020 – Vacancies – Filling of Vacancies in Council/Manager Form of Government.

Vancouver City Charter – Section 2.08

City Council Resolution M-3274, January 3, 2000

City Council Resolution, M-3730, January 3, 2011

4.0 Appointment Process

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in City of Vancouver Charter, Section 2.06, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.

City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

The City Clerk's Office shall prepare and submit a display advertisement to *The Columbian* with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant be a registered voter of the City of Vancouver, have a two-year continuous period of residency in the City of Vancouver, and hold no other public office or employment under the city government. This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including, but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate. Information about the vacancy will also be posted on the City's website and will be distributed through other electronic media.

The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form will include, among other requests for information, the question, "Is there anything in your background that would bring discredit to this city if appointed?" The applicants will also be requested to provide a completed Washington State PDC form F-1 and a resume. Applications will be available at City of Vancouver offices, on the City's website and such other locations that the City Council deems appropriate. Copies of the display advertisement will be provided to current members of City of Vancouver commissions, committees, task forces and other City-sponsored citizen groups.

Applications received by the deadline date and time will be copied and circulated by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

Prior to the interview meeting, the City Manager will provide Council with the results of a Criminal Background Check for each applicant.

5.0 Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

- The applicant shall present his or her credentials to the City Council (10 minutes).
- The City Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (14 minutes)
- An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions (10 minutes).

The applicant's order of appearance will be determined by a random lot drawing performed by the City Clerk.

The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

Vacancies in the City Council shall be filled by a majority vote of the remaining members of the City Council, but such appointee shall hold office only until the next regular general election, at which time a person shall be elected to serve for the remainder of the unexpired term.

6.0 Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants; however, all interviews, nominations and votes taken by the Council shall be in open public session.

The new Councilmember shall be chosen according to *Roberts Rules of Order*.

Balloting will continue until a nominee receives a majority of four votes.

At anytime during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.

The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office by the City Clerk at the earliest opportunity, or no later than the next regularly-scheduled City Council Meeting.

C:\C\Procedure 100-38 Council Vacancies (1/4/11)

Office of the City Clerk (cityclerk)
Monica Martinez Simmons, MMC, City Clerk

Council Vacancy

Why is There a Vacancy on the Seattle City Council?

On September 13, 2017 Mayor Ed Murray resigned from office. Pursuant to the City Charter Article XIX (https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=THCH_CHSE_ARTXIXOFTEVA), Council President Harrell was sworn in as Mayor of Seattle on September 13, 2017 and had five days to decline the Office of Mayor. On Friday, September 15, Mayor Harrell announced his declination.

On September 18, 2017 the Council elected Councilmember Tim Burgess as Mayor. Mayor Burgess will remain in office until November 28th, 2017 when the general election results are certified. Thereafter, the newly elected Mayor will immediately take office.

Councilmember Burgess' former citywide seat on the City Council is now vacant and must be filled. The City Charter gives the City Council 20 days to fill a vacant Council position, starting September 18, 2017. In the event the Council fails to fill the vacant position by the end of that 20-day period (October 8, 2017,) the Council must meet every business day thereafter until the vacancy is filled.

Process for Filling the Council Vacancy

The Council will follow the process outlined below:

- 1. Application Period:**
Opens:
Monday, September 25, 2017
Closes:
Sunday, October 1, 2017 at 5:00 p.m.

Applicants must submit a resume, cover letter, and completed financial interest statement form to the City Clerk by 5:00 p.m. on October 1. Up to three references (optional) may be submitted along with a signed reference authorization form. The City Charter requires applicants be a citizen of the United States and a registered voter of the City of Seattle. **Applicants are encouraged to address prior experience with both the budget and in government, in their cover letter or reflected elsewhere in their materials as submitted. Application information is below.** (/cityclerk/council-vacancy#apply)
- 2. City Clerk Transmission of List of Applicants:**
Monday, October 2, 2017

The City Clerk will provide Councilmembers with the names of all candidates who submitted application materials by the October 1 5:00 p.m. deadline.
- 3. City Clerk Transmission of Applications to Councilmembers:**
Tuesday, October 3, 2017

The City Clerk will provide to each Councilmember a notebook that includes all the applications received by the October 1, 5:00 p.m. deadline. The City Clerk will also post all applications on their website, giving the public opportunity to review the applications and submit comments to council@seattle.gov (mailto:council@seattle.gov).

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| <p>4. Community Forum
Tuesday, October 3, 2017 at 5:30 p.m. in Bertha Knight Landes Room at City Hall (format to be determined)</p> | <p>This process may be facilitated by interested Councilmembers and is intended to be led by community groups. The purpose is to allow community members to meet and ask questions of the applicants. Council expects applicants to attend the forum and Special Full Council Meeting on Wednesday, October 4 at 5:00 p.m.</p> |
| <p>5. Special Full Council Meeting
Wednesday, October 4, 5:00 p.m.</p> | <p>Applicants for the vacant Council seat may address the Council and the public followed by a public comment period for community members.</p> |
| <p>6. Councilmember conferences (optional)
Week of Monday, October 2 to Thursday, October 5, 2017</p> | <p>At Councilmembers' discretion, they may meet and confer with any and all candidates of their choice in order to make an informed decision within the 20-day deadline.</p> |
| <p>7. City Council Executive Session to Discuss Qualifications
Thursday, October 5, 2017 at 9:30 a.m.</p> | <p>As permitted by the Open Public Meetings Act, the Council will meet in executive session to discuss the qualifications of candidates.</p> |
| <p>8. City Council Appointment at Special Full Council Meeting
Friday, October 6, 2017 at 2:00 p.m.</p> | <p>The Council will vote to fill the vacancy at the Special Full Council meeting.</p> |

The City Charter gives the City Council 20 days to fill a vacant Council position. This period began September 18, 2017. In the event the Council fails to fill the vacant position by the end of that 20-day period, the Council must meet every business day thereafter until the vacancy is filled.

Applying for the Council Appointment

The following application materials must be received by the City Clerk no later than Sunday, October 1, 2017 at 5:00 p.m.:

- Cover letter and resume. **Applicants are encouraged to address prior experience with both the budget and in government, in their cover letter or reflected elsewhere in their materials as submitted.**
- An option to provide up to three references or reference letters
- Signed Reference Authorization Form
(Documents/Departments/Clerk/CouncilVacancy/Seattle_City_Council_Reference_Checking_Consent_and_Authorization_Form.pdf)
- Completed Financial Interest Statement Form
(Documents/Departments/Clerk/CouncilVacancy/Financial_Disclosure_Form.pdf)

*The City Charter requires applicants be a citizen of the United States and a registered voter of the City of Seattle.

Submissions can be made:

- By email: **CouncilAppointmentApplications@seattle.gov**
(mailto:CouncilAppointmentApplications@seattle.gov?
subject=Application%20for%20the%20Council%20Appointment)
- In-person: Seattle City Hall, Office of the City Clerk, 3rd Floor (600 Fourth Ave)
- By USPS: Office of the City Clerk | PO Box 94728 | Seattle, WA 98124-5728

- By fax: 206-386-5025

*All records submitted are subject to the Washington Public Records Act, Chapter 42.56 RCW, and may be disclosed to a member of the public upon request.

List of Applicants

The following people submitted their applications before the Sunday, October 1, 5:00 p.m. deadline. (<http://www.seattle.gov/Documents/Departments/Clerk/CouncilVacancy/council-vacancy-list-of-applicants.pdf>) The City has verified the applicants' eligibility as outlined in the City Charter. Their applications are viewable below:

First Name	Last Name	Application
Ray	Armitstead	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Armitstead_Ray_Redacted.pdf)
Richard	Baron	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Baron_Richard_Redacted.pdf)
Tiniell	Cato	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Cato_Tiniell_Redacted.pdf)
Kirsten	Harris-Talley	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Harris-Talley_Kirsten_Redacted.pdf)
Lewis	Jones	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Jones_Lewis_Redacted.pdf)
Brendan	Kolding	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Kolding_Brendan_Redacted.pdf)
Nick	Licata	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Licata_Nick_Redacted.pdf)
Kaylee	McClure	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/McClure_Kaylee_Redacted.pdf)
Brianna	McDonald	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/McDonald_Brianna_Redacted..pdf)
Doug	Nellis	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Nellis_Doug_Redacted.pdf)
ChrisTiana	ObeySumner	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/ObeySumner_Christiana_Christiana_Redacted.pdf)
Abel	Pacheco Jr.	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Pacheco Jr._Abel_Redacted.pdf)
Jennifer	Perevodchikov	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Perevodchikov_Jennifer_Redacted.pdf)
Robert	Radford	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Radford_Robert_Redacted.pdf)
Alex	Tsimerman	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Tsimerman_Alex_Redacted.pdf)
David	Tygeron	View Application (Documents/Departments/Clerk/CouncilVacancy/Applications/Tygeron_Wes_Redacted.pdf)

Candidates who have withdrawn their applications are crossed off from the above list.

How Can the Public Provide Feedback on the Applicants?

Applicants' materials will be posted online for public review by Tuesday, October 3. Members of the public may provide feedback about the applicants in multiple ways:

- Emailing all Councilmembers at council@seattle.gov (<mailto:council@seattle.gov>)

- Attending the community forum Tuesday, October 3, 2017 at 5:30 p.m.
- Providing comment at the Special Full Council meeting on Wednesday, October 4, 2017 at 5:00 p.m. in Council Chambers

How Long Will the Council Appointee Hold Office?

Because the vacant seat is up for election, the appointee will serve until the election results are certified on November 28, 2017, at which point the newly elected Councilmember for Position 8 will immediately take office.

Seattle City Council (<http://www.seattle.gov/council>)

Office of the Mayor (<http://www.seattle.gov/mayor>)



Seattle

Office of the City Clerk (<http://www.seattle.gov/leg/clerk/>)

Phone: **206-684-8344** (tel:206-684-8344)

Fax: 206-386-9025

Address: [Office](#) | [Mailing](#)

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The Office of the City Clerk is open Monday - Friday, 8 a.m. to 5 p.m. (except on City-observed holidays (<http://www.seattle.gov/personnel/services/holidays.asp>))

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