

PROCEDURES FOR FILLING A COUNCIL VACANCY

Submitted by Councilwoman Scott

Vacancy in an election year:

1. Position expires in that election year -- the vacancy will be filled using the upcoming scheduled election. If the vacancy occurs more than eight months before a new Council is seated, Council may choose to advertise and accept resumes for a period of at least 30 days, and appoint a replacement member for a period to expire at the December Council meeting after the scheduled election.
2. Position does not expire in that election year –
 - a. If the vacancy occurs at least one month before the filing deadline, the vacancy will be filled using the upcoming scheduled election, and will be for a term of two years. If the vacancy occurs more than eight months before a new Council is seated, Council may choose to advertise and accept resumes for a period of at least 30 days, and appoint a replacement member for a period to expire at the December Council meeting after the scheduled election.
 - b. If the vacancy occurs less than one month before the filing deadline, the position will be advertised and resumes accepted for a period of at least 30 days unless otherwise directed by the Council seated under new business at the December Council meeting. The current full council seated as new business at the December meeting will

appoint the replacement member for the remaining time left for the position.

Vacancy in a non-election year:

1. Position expires the next election year – The vacancy will be permanently filled using the next scheduled election. In the interim, Council will advertise the position for at least 30 days and select a replacement member for a period to expire at the December Council meeting after the next scheduled election.
2. Position does not expire the next election year – The vacancy will be filled for a term of two years using the next scheduled election. In the interim, Council will advertise the position for at least 30 days and select a replacement member for a period to expire at the December Council meeting after the next scheduled election.

Council members will individually review and evaluate all received resumes. If Council so chooses, individual members may conduct interviews (not more than two members at a time) to get clarification of submitted material and to get the opportunity to meet the candidates in person. The entire Council may interview candidates or ask questions of the candidates in an open meeting.

Council will select an appointee at the next Council meeting by majority vote.