

**Proposed Procedures for filling unexpired term vacancies
on the Town Council**

Written by Mayor Pro-Tem DeVita

ALL OF THE FOLLOWING DESCRIBED ACTIVITIES SHOULD BE
EXECUTED BY THE THEN SEATED COUNCIL.

- Vacancy of the Mayor's position at any time requires no action as Council has always designated a Mayor Pro Tem. To fulfill the duties.

In a non-election year:

- Any vacancy will have a term of more than 1 year remaining. To fill the vacancy use the resume process to appoint someone until the next election.
 - Resume process should be completed in 4 to 6 weeks
 - Accept resumes for a period of 2-3 weeks from the eligible general public
 - Council members should develop a scoring template in order to screen resumes in some consistent manner.
 - Have all Council members individually review and evaluate resumes received
 - Conduct interviews to get clarification of submitted material and to get the opportunity to meet the candidates in person
 - Two(2) Council members at a time conduct private interviews
 - Or
 - Entire Council interview candidates in an open meeting
 - Each Council member independently submits list candidates in high to low order to be nominated for appointment. to the Town Clerk the top 5 nominees from the combined lists make-up the slate

- Council members vote from list of nominated candidates to select an appointee at the next Council meeting majority vote getter selected.
- Council needs to predefine the method of eliminating low vote getters from the process in the event of a tie.
- In the event of ties low vote getters are dropped from nomination and another vote is taken, because this process does NOT allow the mayor to break ties.

In a year when and election is held:

- Vacancy of a Council Seat with less than 1 year of term remaining
 - Fill the seat using the upcoming scheduled election..

- Vacancy has a term of more then 1 year remaining
 - If vacancy occurs at least 90 days before a scheduled election place the seat on the ballot.
 - If the vacancy occurs during the period 89 days before and 90 days after an election offer the position to the next highest vote getters from the election in order of finish. This appointment is until the next election.
 - If there are no un-elected candidates or all decline the appointment go to the resume process.

We need to define, document and adopt a process that addresses the matter of filling unplanned vacancies. In a manner that is acceptable to us and abides by the spirit and intent of State law. The process should be:

- Simple
- Clearly defined
- Logical
- Minimizes Personal Bias
- Avoids manipulation
- Takes the emotion out of the process
- Utilizes the election process whenever possible
- Addresses all possible situations

