

## Alternative Process for Filling Council Member Vacancy

### New Process Adopted July 12, 2022

1. Each council member (and the Mayor) will select eight (8) applicants from the list (applicants who live outside the city limits or filed after the deadline will be excluded)
2. The council member's selections will be made public. (see sample form)
3. The City Clerk's Office will compile the selections and create a list of applicants that will make a presentation to Council.
4. All applicants selected will be given three (3) minutes to make a presentation to the Council.
5. Following the presentations the Council may go into executive session to discuss the qualifications of the applicants.
6. Each Council member will vote for four (4) applicants to become finalists. The Council member's selections will be made public. The Council will debate in an open public meeting whether to change the number of finalists. [At the July 26, 2022, meeting, the City Council moved to extend the number of finalists from 4 to 6.](#)
7. All finalists selected will be provided up to 20 minutes for an interview with the Council as follows: Two (2) minute introduction by the applicant, 17 minutes of question/answer from the Council, and one (1) minute to provide closing remarks.
8. The Council may go into executive session to discuss the qualifications of the finalists.
9. The finalists shall be placed in alphabetical order according to last names. The City Clerk shall proceed with a roll-call vote of each finalist until a nominee receives a majority (5 votes) of the Council.

### Proposed Timeline (Subject to Change)

July 12, 2022 – Study session discuss alternative process and executive session to discuss qualifications of the applicants

July 12, 2022 – Evening meeting Council members select their top eight applicants

July 19, 2022 – Evening meeting Council hears the three minute presentations from selected applicants

July 26, 2022 – Study session executive session to discuss qualifications of the applicants

July 26, 2022 – Evening meeting Council members select their four finalists

[August 1, 2022, 5:00 p.m. \[Monday\]](#) ~~August 2, 2022~~ – Evening meeting Council interviews finalists. [Community feedback will be accepted from August 1 to August 5, 2022 at Noon.](#)

August 9, 2022 – Study session executive session to discuss qualifications of the finalists

August 9, 2022 – Evening meeting Council members vote on new council member

August 16, 2022 – Swear in the new Council Member