

City Council Appointment Timeline

Adopted and amended at the June 4, 2024, Committee of the Whole special meeting and Council meeting; and amended at the July 9, 2024, Council meeting

DATE	ACTION
Tuesday, June 4, 2024	City Council discussion of process and selection criteria during Committee of the Whole
Tuesday, June 4, 2024	City Council makes a motion to direct the City Manager to have staff initiate the process to accept applications for appointment to the City Council for a term to expire December 31, 2025 at the Council meeting
Tuesday, June 4, 2024	Mayor announces that applications will be accepted from Thursday, June 6, 2024, through Monday, June 24, 2024, by 12:00 Noon, and that candidates will be expected to address the City Council at the council meeting of Tuesday, July 9, 2024 <i>(to be held in Chambers, via Zoom, and broadcast on TV Tacoma)</i>
Thursday, June 6, 2024	Advertise notice of position for two consecutive weeks and post application on City website
Monday, June 24, 2024	12:00 Noon application deadline
Monday, June 24, 2024	Clerk's Office sends list of candidates to City Council
Tuesday, June 25, 2024	Clerk's Office provides City Council packets containing all application materials, and posts all applications on City website
Tuesday, July 2, 2024	City Council holds executive session* following study session to discuss qualifications of candidates; City Council may consider motion(s) at council meeting to narrow the number of applicants for final consideration if necessary
Tuesday, July 9, 2024	Final candidates address City Council at the council meeting <i>(held in Chambers, via Zoom, and broadcast on TV Tacoma)</i> ,
Tuesday, July 16, 2024	City Council holds executive session* following study session to discuss qualifications of candidates and the City Council considers motion(s) at the council meeting to appoint an individual to fill the position, notification of results provided to all applicants
Wednesday, July 17- Tuesday, July 23, 2024	Swear in newly appointed Council Member

* **RCW 42.30.110(1)(h)** provides that an executive session may be held to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.