

Attachment B

Portion of Council Policies and Procedures

3.3 FILLING COUNCIL VACANCIES

3.3.1 APPOINTMENT OR SPECIAL ELECTION

Per City Charter Section 406, the Council shall by a majority vote of the remaining Council Members, appoint a replacement member to the Council within 30 days of the occurrence of the vacancy. If the Council fails to fill the vacancy within thirty (30) days of its occurrence, it shall call a special municipal election to fill the vacancy, to be held not sooner than ninety (90) days or not later than one hundred and fifty (150) days following the occurrence of the vacancy.

3.3.2 PUBLIC APPOINTMENT

In order that the public may know how its business is being conducted, all phases of the Council process to appoint a replacement member to a vacancy shall be conducted in public.

3.3.3 ADVERTISE FOR APPLICANTS

At least ten days before Council meets the first time to select a replacement member for a vacancy, the City shall advertise in a local newspaper of general circulation describing the vacancy and term thereof, requesting applications from those persons interested in being appointed. In the case of a vacancy due to a current Council Member elected to the Mayor's seat, the City Clerk may advertise the vacancy once the County Registrar of Voters has certified the election results.

3.3.4 QUALIFICATIONS

Although the only two established minimum qualifications for appointment are (1) residency in the City for at least 30 days prior to appointment, and (2) elector status at the time of appointment (Charter § 403), each applicant shall submit a written statement of 500 words or less covering at least the following areas:

- 3.3.4.1 The amount of time available each week to devote to the Council.
- 3.3.4.2 Reasons for wanting to be appointed.
- 3.3.4.3 Involvement in community affairs and organizations, especially in the preceding 23-month period.
- 3.3.4.4 Personal qualifications for the position.

- 3.3.4.5 Prior experience in government, or areas associated with or doing business with government.

3.3.5 PUBLIC MEETING

- 3.3.5.1 At a time(s) selected by the Council, a meeting open to the public shall be held by the Council to consider the selection of an applicant to fill the vacancy.
- 3.3.5.2 The applications shall be given to the Council and be available to the public at least four days before the opening of the meeting.
- 3.3.5.3 Members of the public may submit written comments regarding an application at any time up to 24 hours before the meeting begins.
- 3.3.5.4 At the meeting, each applicant wishing to serve should be present to verify that he/she would be willing to serve if appointed, and that he/she is a resident of the City. Each candidate will be given five minutes to make a presentation to Council.
- 3.3.5.5 Thereafter, all discussion shall be confined to the Council except for questions directed by the Council to staff or to members of the public.
- 3.3.5.6 Upon the conclusion of such discussion, the Mayor shall open the floor to nominations by the remaining Council Members. All nominations, seconding, and voting shall be done audibly in public.
- 3.3.5.7 If Council is unable to reach consensus on the appointment and further consideration is required, Council may adjourn the initial meeting to a subsequent meeting within 30 days of the occurrence of the vacancy to attempt to reach a decision.