

**Council Vacancy Process
Committee of the Whole December 9, 2025**

Applications

- Due by January 2 at noon
- Staff will distribute to Councilmembers in roughly two equal batches

Council Applicant review by January 7 at 5pm

- Councilmembers review all applications, using the criteria matrix as a guide
- Councilmembers submit an overall score of 0-3 (0 = “none” and 3 = “strong”) for each candidate via the form distributed by staff (see Attachment A)
- Caution: Any records a Councilmember creates will need to be returned to staff to retain the public records

Applicant Selection January 8

- Staff and Council Leadership to determine top 1/3 of candidates (up to 10 candidates will move forward to the interviews on January 13)

Interviews January 13 [SPECIAL MEETING 6:00pm-9:30pm]

- Questions distributed to candidates ahead of time on January 9
- Each candidate has a 60 second introduction
- Each candidate will have up to 2 minutes to answer each question
- Staff will serve as a timekeeper
- Interviews will be scheduled in 20-minute increments (15 minutes for the interview and 5 minutes for transition time)

Executive Session January 13 [SPECIAL MEETING 9:30-10:15pm]

- Councilmembers discuss qualifications of candidates
- Discuss which candidates qualifications might rise to the top

Open Session January 13 [SPECIAL MEETING 10:15-10:30pm]

- A Councilmember makes a motion for top candidates to return on January 20 for the final interview
- Approximately 2-3 candidates will be invited to final interviews
- Councilmembers deliberate and finalize candidate list

Interviews January 20 [SPECIAL MEETING 6:00-7:00pm]

- Each candidate will be interviewed by the Council for 20 minutes
- Councilmembers are responsible for asking the questions that they need to finalize their appointment decision
- Staff will serve as a timekeeper

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Executive Session January 20 [BUSINESS MEETING 7:00-7:30pm]

- Councilmembers discuss qualifications of candidates
- Executive Session will occur at the beginning of the Council business meeting

Open Session January 20 [BUSINESS MEETING 7:30pm]

- A Councilmember makes a motion for a final appointment
- Councilmembers deliberate and vote by majority
- Appointed Councilmember will be sworn in and seated
- The above process will occur at the beginning of the business meeting

NOTE: At conclusion of process, reflect, redocument and integrate into Council rules of procedure.