

Attachment A
Proposed Process for Filling a Councilmember Vacancy
2025

1. **Filling the Vacancy - 90 Day Timeline:** The Council must appoint a qualified replacement within 90 days of the vacancy (assumes 90 days from 11/4). If Council's decision results in a tie vote the Mayor is the tie breaker. If the Council fails to the 90-day deadline, it loses the authority to appoint a replacement, at which point the county legislative authority (county council) has an additional 90 days to make the appointment. If the county legislative authority does not make an appointment within 180 days of the vacancy, the Council, or the county legislative authority, may petition the governor to make the appointment.

2. **Advertise the Vacancy (November 19/January 2 @ noon):** Post the vacancy on the City website, issue a press release, conduct an E-News campaign and post on social media. (See attached recommended communications plan). On **December 2** a candidate information session will be held to answer questions for any potential candidates.

Application Process

Each candidate is asked to provide an application, and answers to questions (below) Each candidate receives information on participation requirements and salary/benefits.

Potential Application questions:

- Why do you want to serve the City of Redmond as a Councilmember?
 - What unique skills and perspective do you bring to the Councilmember position?
 - Please tell us about your community service experience and how this has prepared for the role of a Councilmember. Please include volunteer time with organizations or work on boards and/or commissions and what you learned from those experiences.
 - If selected as a councilmember, how will you ensure you are prepared for the role and responsibilities?
 - What do you believe is the role of local government in Redmond?
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3. **Verify Residency and Voter Status (as applications come in):** Human Resources will verify City of Redmond residency for the last year and qualified voter status for all applicants.

4. **Council Reviews Applications/Ranking/Interviews (November 19 – January 7)**: Council will receive candidate applications on a rolling basis as soon as applications are verified by Human Resources. The final packet with all applications will be remitted to Council on **January 5**.

Council reviews applications from public for consideration, narrow the pool of candidates down to approximately 10-15 depending on number of applicants. Council will independently review and rank applications to get to the maximum of 15, if more than 15 apply.

Each councilmember reviews all applicants and applies a 1 to 3 (1 = candidate should definitely be considered; 2 = undecided; 3 = candidate should not move forward) ranking to get to 10-15 candidates depending on number of applicants. Initial screening will be blind-name and other identifying information will be excluded. Scoring of candidates will be due back to Human Resources on **January 7** in preparation for scheduling of interviews. At the Study Session on **January 13**, Council will hold 15-minute interviews with each of the candidates.

Interview information

Reminder to all Candidates About Participation/Pay/Benefits:

- Meet every Tuesday from 4:30pm to 10:30pm. (Except 5th Tuesdays of the month).
- Participate on regional committees.
- Attend public events, celebrations, activities.
- Attend “Council Conversations” as scheduled.
- Complete the public records training.
- Annually submit financial statements in accordance with the State’s financial disclosure laws.
- Position entails an extensive amount of reading on a variety and unrelated topics that impact the City.
- Position entails understanding the topics read and heard from staff to make sound decisions that impact the community.
- Read and understand the City’s budget/process, Community Strategic Plan, Redmond 2050, and what has been adopted by previous councils.
- Understanding of pay and benefits

Potential Council Interview Questions:

- Tell us about yourself and why you chose to apply for the Redmond City Council vacancy.
- What experience do you have in public service? (If none, follow-up question: What research have you done to learn more about the Redmond City Council?)

- Please briefly tell us about your work background and volunteer experience
- Council decisions affect local government and set future precedence. What is your process for making decisions that have ongoing future impacts (professional, financial, business, etc.) for individuals and/or organizations?
- If appointed to the Redmond City Council, what do you anticipate will be the most challenging aspect of serving in this capacity for you personally?
- How do you handle general conflict and conflict between peers?
- The Council may be asked to make decisions which different groups of people have strong opinions about. How will you remain non-partisan in your decisions?
- What is your understanding about how Council decisions affect the public, City staff, and future precedence?
- In everyone's life, at some point we are faced with a choice between "doing the right thing" and doing the easy thing. Please describe a situation in which you did "the right thing" rather than the "easy thing". How did you come to your decision? Were there any consequences for your choice of action? What was the final outcome?
- Do you have any questions for us?

5. **Council Business Meeting (January 20):** Council will interview top 4 candidates. After interviews, Council will hold an Executive Session to discuss the final preferred candidate and vote to fill the vacant seat. Member will be sworn in at the meeting if a majority vote is reached.
6. **Term of New Councilmember:** The new Councilmember can begin their term dafter the final vote on January 20 or must be seated by February 1, 2026 (end of the 90 day recruitment period).