



AGENDA 10

DATE 5-21-19

## Internal Memo

May 15, 2019

TO: Mayor and Members of the City Council

FROM: Shelly Stibitz, City Clerk *Shelly*

SUBJECT: Ward II City Council Vacancy

The posting to fill the vacated Ward II City Council seat closed on Wednesday, May 8. Three applications from interested electors of Ward II were received and have been scheduled to meet with the Mayor and City Attorney on Friday, May 17.

Per the established procedure (attached), a summary of the applicants' answers will be forwarded to each Council member for review on Monday, May 20. At the May 21, 2019 regular City Council meeting nominations will be taken and one of the applicants chosen by a majority vote of the remaining Council members to complete the vacated Ward II Council term.

Attachment

## RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby establishes the following procedure for filling vacancies occurring on the City Council:

In accordance with City Charter requirements, a vacancy occurring in the office of Council Member shall be filled within thirty days by a majority of the remaining Council members. In the event of vacancy in the office of Mayor, the Mayor Pro Tem shall succeed to the office of Mayor and a Council Member at Large vacancy shall then exist.

1. The City Clerk will immediately publish a notice of the vacancy in the newspaper and on the City's web site, outlining the position to be filled and the date and time by which letters of interest and/or resumes must be submitted, and will send any other written notice deemed appropriate by the City Council.
2. Following the submission deadline, the Mayor will direct that interviews be scheduled with candidates.
3. All letters of interest/resumes will be forwarded to the entire City Council for review.
4. Interviews will be conducted by the Mayor with the assistance of the City Attorney prior to the deadline. Each Council member shall be afforded an opportunity to submit questions they deem appropriate to be asked of the applicants. Each candidate shall be asked similar questions. The answers will be summarized by the City Attorney in a written document. The Mayor will not attempt, nor is he authorized to score the candidates' answers or rank them in any manner. This document and everything else submitted by the candidates shall be forwarded to the City Council.
5. At a regular or special City Council meeting, the Mayor will recognize nominations from Council members for filling the vacancy.
6. Each member of the City Council shall have an opportunity to nominate a candidate from those who submitted timely applications and met with the Mayor.
7. The Mayor shall close the nominations when they are no longer being made, or when the City Council passes a motion to close nominations.
8. The Clerk shall call the roll and ballots will be cast by voice vote. Each Council member shall recite the name of the candidate they are voting for. The candidate who receives the majority vote shall be the individual appointed to fill the vacancy. If no candidate receives a majority of the vote on the first ballot, the Clerk shall continue to call the roll until one candidate does.
9. The new Council member shall be administered the Oath of Office by the City Clerk as required by the City Charter before assuming a seat on the City Council.
10. The City Council reserves the right to amend or alter this policy as circumstances warrant.

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 2<sup>nd</sup> day of June 2009, the foregoing resolution was moved for adoption by Council Member Dolack. The motion was supported by Council Member Beecham.

Ayes: Mayor Waldo, Council Members Beecham, Broge, Dolack, Kinney, Martines, Ostrom and Rood

Nays: None

Resolution declared adopted.

  
Lynne A. Fuller, City Clerk