



## Legislation Text

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**File #:** 18-0471R, **Version:** 1

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RESOLUTION ESTABLISHING A PROCEDURE FOR SELECTING A CANDIDATE TO FILL THE UPCOMING VACANCY OF THE AT LARGE COUNCIL SEAT OF ELISSA HANSEN.

BY COUNCILOR ANDERSON:

RESOLVED, that the city council desires to establish a procedure for selecting a candidate for the at large city council seat to be vacated by Elissa Hansen on July 17, 2018, as follows:

- (a) Candidate applications shall be immediately available in the city clerk's office and on the city website. Completed applications must be submitted to the city clerk by 4:30 p.m. on July 9, 2018;
- (b) The city council will conduct interviews with applicants on July 12, 2018, following the agenda session in the city council chambers. The meeting will be presided over by the chair of the personnel committee. Each applicant will be asked a series of questions by the chair and have three minutes to respond to each question. Following the interviews of all the candidates, three candidates will be selected for a second interview in the following manner:

1. Councilors will vote by paper ballot. Each councilor shall rank their top three candidates with #1 receiving three points, #2 receiving two points and #3 receiving one point. Councilors will immediately submit their completed ballot to the city clerk; and

2. The city clerk will tabulate the council ballots and announce the three candidates with the highest point totals who will proceed to the second round of interviews.

- (c) At a special council meeting at 5:00 p.m. on July 16, 2018, the council shall conduct interviews with the candidates selected for a second interview. Candidates will be asked two questions by the chair of the personnel committee. In addition, each councilor will have five minutes to question each candidate. The three candidates will then be voted on by the council and the candidate receiving a majority vote shall be appointed to the vacant at-large seat; if no candidate receives a majority vote after three rounds of balloting, the candidate with the lowest number of votes on the third round of balloting will be dropped. Voting will proceed with the final two candidates. If no candidate receives a majority vote after an additional three rounds of balloting, the council will select the candidate by coin toss.

STATEMENT OF PURPOSE: This resolution establishes a procedure by which the city council shall select a candidate for the at large city council seat to be vacated by Elissa Hansen.