

# Process for Councilmember Vacancy Appointment

## District 6 Vacancy

4/28/2025



Office of the City Attorney

## State Law on Vacancies:

- ▶ The vacancy shall be filled by appointment of the City Council
- ▶ In cities whose elections are conducted on a partisan basis, the person appointed shall be a member of the same political party as the person being replaced.

## Qualifications:

- ▶ **Be a registered Republican**
- ▶ **Be a registered voter**
- ▶ **Be 21 years of age or older**
- ▶ **Be a resident of the district and qualified to vote in City Council District 6.**

## Application (used in 2017 & 2021, but not required):

- ▶ **Personal information**
  - First and Last Name
  - Street Address
  - Council District Residency
  - Personal/Work/Home Phone
  - E-mail Address
  - Date of Birth
  - Political affiliation
  - Council's Code of Ethics
  - Intent to seek election for 2025 term (*optional*)

## Optional Timeline: Action A - Expedited Schedule

Mon., April 28	Tues., April 29	Tues., May 6	Wed., May 7	Fri., May 9	Mon., May 12	Tues., May 13	Mon., May 19 or May 27
Council votes to adopt process	Application process opens	Application process closes	Completed applications provided to Council	Public Forum for qualified candidates <i>(optional - requires special meeting on any day)</i>	Council appointment <i>(Business Meeting)</i>	Informal Swearing-In	Formal Swearing-In ceremony for appointee <i>(Zoning/ Budget Adjustment Meeting or Business Meeting)</i>

## Optional Timeline: Action B - Regular Schedule

Mon., May 12	Tues., May 13	Tues., May 20	Wed., May 21	Fri., May 23	Tues., May 27	Wed., May 28	Mon., June 2 or June 9
Council votes to adopt process <i>(Business Meeting)</i>	Application process opens	Application process closes	Completed applications provided to Council	Public Forum for qualified candidates <i>(optional - requires special meeting on any day)</i>	Council appointment <i>(Business Meeting)</i>	Informal Swearing-In	Formal Swearing-In ceremony for appointee <i>(Council Committee Discussions or Business Meeting)</i>