

Filling the Mayoral Seat Vacancy - Expedited schedule

Option A: Consider and approve the proposed process and schedule for filling the vacancy in the elective office of Mayor, and take formal action on the recommended timeline on May 26, 2026

Staff Resource(s):

Andrea Leslie-Fite, City Attorney
Lina James, Deputy City Attorney

Explanation

- Mayor Viola Alexander Lyles has submitted her notice of resignation effective June 30, 2026.
- State law provides that the vacancy of an elective office must be filled by appointment of the City Council. In cities whose elections are conducted on a partisan basis, the person appointed to finish the term shall be a member of the same political party as the person being replaced and shall serve only until an elected successor takes office (N.C.G.S. 160A-63).
- Other qualifications provided by law are that the appointed successor:
 - Be a registered voter;
 - Be 21 years of age or older;
 - Reside within the corporate boundaries of the City, and
 - Be qualified to vote in City Council elections.

Recommendation

- To fill the pending mayoral seat vacancy, consider the proposed schedule:
 - Tuesday, May 26, 2026: Presentation and adoption of process and timeline
 - Thursday, May 28: Application process opens at 9:00 am
 - The Charlotte Communications & Marketing Office and City Clerk's Office will advertise the vacancy and solicit applications from qualified candidates through the media, City websites, and social media.
 - The application will be available on the City's website or by e-mail. The application will include at least the following eight fields: 1) Name, 2) Street Address, 3) Telephone, 4) E-mail address, 5) Date of Birth, 6) Confirmation of registered voter in Democratic Party, 7) Confirmation of residency in Charlotte and qualification to vote in municipal elections, and 8) Acknowledgment of review of Council's Code of Ethics.
 - Friday, June 5: Application process closes at 5:00 pm
 - All interested candidates must submit an application to the City Clerk's Office.
 - Monday, June 8: Completed applications provided to Council
 - Completed applications will be distributed to City Council in Council's packets.
 - Thursday, June 18: Council appointment (Special Meeting)
 - Council will vote to appoint a qualified individual to fill the vacancy.
 - Wednesday, July 1: Swearing-In (Special Meeting)
 - The person appointed to fill the vacancy will be sworn in by the Mayor Pro Tem or a Council Member and City Clerk.

Filling the Mayoral Vacancy – Regular schedule

Option B: Consider the proposed process and schedule for filling the vacancy in the elective office of Mayor on May 26, 2026, and approve the process and proposed timeline on June 1, 2026.

Staff Resource(s):

Explanation

- Mayor Viola Alexander Lyles has submitted her notice of resignation effective June 30, 2026.
- State law provides that the vacancy of an elective office must be filled by appointment of the City Council. In cities whose elections are conducted on a partisan basis, the person appointed to finish the term shall be a member of the same political party as the person being replaced and shall serve only until an elected successor takes office.
- Other qualifications as provided for by law are that the appointed successor:
 - Be a registered voter;
 - Be 21 years of age or older;
 - Reside within the corporate boundaries of the City; and
 - Be qualified to vote in City Council elections.

Recommendation

To fill the pending mayoral vacancy, consider the proposed schedule:

- Tuesday, May 26, 2026: Presentation to consider process and schedule
- Monday, June 1: Special Meeting called to approve the process and timeline
- Tuesday, June 2: Application process opens at 9:00 am
 - The Charlotte Communications & Marketing Office and City Clerk's Office will advertise the vacancy and solicit applications from qualified candidates through the media, City websites and social media.
 - The application will be available on the City's website or by e-mail. The application will include at least the following eight fields: 1) Name, 2) Street Address, 3) Telephone, 4) E-mail address, 5) Date of Birth, 6) Confirmation of registered voter in Democratic Party, 7) Confirmation of residency in Charlotte and qualification to vote in municipal elections, and 8) Acknowledgment of review of Council's Code of Ethics.
- Tuesday, June 9: Application process closes at 5:00 pm
 - All interested candidates must submit an application to the City Clerk's Office.
- Thursday, June 11: Completed applications provided to Council
 - Completed applications will be distributed to City Council in Council's packets.
- Thursday, June 18: Public Forum for qualified applicants (optional)
 - A Special Meeting of the City Council will be called to hold a candidate forum to receive comments from qualified candidates who have applied for the position if they wish to speak, where each candidate will be allotted three (3) minutes.
- Monday, June 22: Council appointment
 - Council will vote to appoint a qualified individual to fill the vacancy.
- Wednesday, July 1: Swearing-In
 - The person appointed to fill the vacancy will be sworn in by the Mayor Pro Tem or a Council Member and the City Clerk. A formal swearing-in ceremony will be held at a special meeting called on Monday, August 3 **OR** at the next Business Meeting on Monday, August 10.