



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni J. Taber, MMC
City Clerk

SUBJECT: INTERIM APPOINTMENTS
PROCESS

DATE: December 2, 2024

SUPPLEMENTAL MEMORANDUM

Should the Council direct the City Clerk to open an application period for the interim appointment to District 3, the process will proceed as follows.

On December 16, 2024, concurrent with the nomination period of the special election, the application will be posted to the City Clerk's website for those interested in the interim appointment. The application period will stay open until NOON on January 10, 2025. The applications will be immediately transmitted to the City Attorney's office for a Conflict-of-Interest check and to the Council along with a selection sheet indicating if the applicant has also filed nomination papers. The Councilmembers will have until Friday, January 17 to indicate which applicants they are interested in interviewing. Those applicants receiving four or more indications of interest will be invited to the Council meeting of January 28 to be interviewed as a panel in front of the Council. The Charter requires a simple majority to appoint, but Council may impose a higher requirement.

The applicant selected to serve as the interim councilmember will receive their oath of office to begin their term on February 1 and to serve until a candidate has been duly elected and the results of the election have been officially certified. (City Charter Section 410)