



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Councilmember Jimenez  
Councilmember Cohen

**SUBJECT:** FILLING VACANCIES

**DATE:** November 9, 2022

Approved

Date 11/09/2022

## **RECOMMENDATIONS:**

1. Direct the City Attorney to prepare an informational memorandum outlining the process for filling Council vacancies.
2. Direct the City Clerk's Office to schedule a Special Meeting no later than December 18, 2022, for Council to decide the process for filling council seats vacated by the recent election.

## **Analysis**

The election results of November 8, 2022 have potentially resulted in upcoming vacancies of council districts. The City Council has many important policies to decide on in the coming year and it is imperative that these vacant seats are filled as soon as possible. Residents in impacted districts need the assurance that constituent services will not be delayed. Furthermore, deciding now on a methodology for filling the vacated seats will allow for an open and transparent process.