



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** TONI J. TABER, CMC

**SUBJECT:** COUNCIL APPOINTMENTS

**DATE:** January 23, 2023

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## REVISED SUPPLEMENTAL

This supplemental memorandum will outline the voting process for the January 24 and 26<sup>th</sup> meetings.

- 1) The candidate will be asked to introduce themselves and give a brief overview of /their qualifications. Meanwhile, remaining candidates will be held in a separate location.
- 2) The Council will proceed to ask questions. Questions should be consistent for each candidate excluding clarifying questions based on candidate answers.
- 3) After the interview, the candidate will be allowed to stay in the chambers and the next candidate will be brought in.
- 4) After all candidates have been interviewed, the Mayor will call for public comment.
- 5) Public comment will commence with in-person commenters first, followed by Zoom commenters.
- 6) After public comment, the Council will proceed to discussion.
- 7) The City Clerk will hand out paper ballots and ask the Council to select their top three in no particular order. The Clerk will tally the votes and display them on the screen.
- 8) The City Council will then proceed to discussion.
- 9) When called for, the City Clerk will hand out paper ballots for a second round of voting. at this point based on council discussion, there may be a round to narrow the candidates to two choices, or proceed to selecting one candidate.
- 10) Depending on the results of the second ballot, City Council discussion may continue.

TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni J. Taber, City Clerk, at (408) 535-1260.