

## City Council Appointment Procedure

Clerk's Office will post vacancy notice in Oakland Press on Sunday, November 30<sup>th</sup> – with a closing date of Monday December 15<sup>th</sup>.

Vacancy notice will also be posted on City website, cable channels, board at entrance of building (city hall), as well as the Library.

Application will be made available on the City's website.

### **If seven (7) or more individuals apply:**

Set date for Special Meeting to review the applications received – and to potentially ask clarifying questions regarding their resume and/or answers to candidate questionnaire. Special Meeting date will be Monday, January 5, 2015.

Clerk's Office to send letters to each of the applicants informing them of the Special Meeting date.

### **Special Meeting (#1):**

City Council will review the applications.

Council President Hooper will call applicants up (one by one) so Council members can ask those clarifying questions.

City Council will then make nominations for appointment. Each Councilmember can nominate one (1) individual.

The five (5) individuals with the most nominations will then be identified and ask to participate in the interview process. Date for **Special Meeting #2** will be identified and notice published.

### **Special Meeting #2:**

Interview process – series of questions and answers for the five (5) selected candidates.

Selection process - Council members vote for applicant they would like to see appointed (follow standard voting and selection process). City Clerk can swear the selected applicant in at the end of the meeting – or, if preferred, she can swear that individual in at the next Regular City Council Meeting.

### **If six (6) or less individuals apply:**

Same procedure as above – but - the interview and selection process will take place at that same meeting. There will be no need for a second Special Meeting.