



	Approved	Denied
Action taken	9/26/05	
Other: Amended 9/26/05		
Verified by: K Smithers		

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 05-52(AM)

TITLE: COUNCIL POLICY ON FILLING A VACANCY ON THE CITY COUNCIL

Agenda of: September ²⁶ 12, 2005
 Originator: Kristie Smithers, City Clerk for Council Member Cox

Date: September 30, 2005

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	
X	Clerk	K. Smithers

REVIEWED BY MAYOR DIANNE M. KELLER: Dianne M. Keller

FISCAL IMPACT: yes\$ or no

Funds Available yes no

Account name/number:

Attachments:

SUMMARY STATEMENT:

Council Member Cox has requested this Action Memorandum be considered to establish a procedure to use when the City Council needs to fill a vacancy on the City Council left by the resignation of a Council Member.

CITY COUNCIL PROCEDURE FOR FILLING A VACANCY ON THE CITY COUNCIL

When Section 2.04.040.B of the Wasilla Municipal Code requires the appointment of a qualified person to fill a vacancy on the council, the appointment shall be made under the following procedure.

1. The clerk shall publish a notice soliciting applications for the appointment, which shall be submitted to the clerk by a date determined by the council. An application

shall confirm that the applicant is qualified to serve on the council, and may include a resume and a letter of interest. The clerk will submit all timely applications to the council before the meeting at which the council interviews applicants.

2. The council will interview applicants at a regular or special meeting determined by the council. Each applicant will be allowed a maximum of three minutes to make a statement to the council, which will be followed by questions of the council.

3. The council will select an applicant by the following preferential balloting procedure.

a. The clerk shall give each council member a paper ballot listing the name of each applicant next to a blank for the council member to record a numerical ranking of the applicant. A ballot will identify the council member to which it is issued by name or seat letter.

b. Each council member will rank each applicant on the ballot in order of preference, assigning the number one to the member's first choice, two to the member's second choice, and so forth.

c. The clerk will add the ranking numbers assigned by council members to each applicant, in the presence of two council members and two members of the public who are not applicants. The clerk will select each of the public observers by lot. The clerk will read into the record each council member's ranking of applicants, and the total ranking assigned to each applicant. If two or more applicants receive the same lowest total ranking, the council will rank the tied candidates again using the same process. The clerk will retain all ballots for 30 days, during which time the ballots will be available for review by the public.

4. The council, by motion and affirmative vote, will appoint the applicant who receives the lowest total ranking. The motion will be debatable.

5. A council member appointed under this section shall not take the oath of office or assume a seat on the council until 72 hours after appointment, except that an appointment to establish council membership equal to a quorum takes effect immediately. Except where the appointment takes effect immediately, an appointed council member generally will take the oath of office and assume a seat on the council at the next regular or special meeting of the council.

RECOMMENDED ACTION:
Council discussion and consideration.