

DRAFT Councilmember Replacement Process

Councilmember Diane Solem has accepted a paid position with the City effective October 1, 2018.. Councilmember Solem's resignation is effective September 24, 2018. The City Council must therefore fill the vacancy. Our process is as follows:

1st Council night (August 27):

- Announcement of the upcoming vacancy
- Statement of process: qualified individuals will write a letter or send a resume to the City Clerk Angie Folkers (email to afolkers@osgov.com) or drop off at Utility Billing, indicating that they wish to apply for the vacant position. Qualified individuals may also mail their letter or resume to City Clerk, PO Box 909, Ocean Shores, WA 98569.
- Regardless of the delivery method used, the letter or resume is due at City Clerk's office between **9am Tuesday August 28 and 2 pm on Thursday, September 13**. No exceptions.
- Qualifications:
 - At least 1 year full-time residency in the City at time of appointment
 - Current registered voter in this district at time declares candidacy
 - Able to serve out the term until the Nov. 2019 election certification

2nd Council night (September 10):

- 2nd Announcement of the upcoming vacancy

September 14:

- Invite applicants to the September 24th Council meeting to speak individually for 3 minutes and answer Council questions
- City Clerk provides copies of letters/resumes to Council members and the press

3rd Council night (September 24):

- Ask Councilmember applicants to wait outside the Council Chamber
- Call them in one at a time to speak and answer questions
- Applicants may then sit in Council and listen to subsequent applicants
- When all available have spoken, Mayor will recess into executive session
- Mayor and Council will discuss qualifications in the executive session
- Mayor will reconvene the regular meeting
- A Councilmember may make a motion to name one of the applicants to the Council. If a Councilmember seconds the motion, the Council will vote. If there is not a majority, another Councilmember may move to elect another applicant, and follow the same process
- Mayor may break any tie vote
- If none of the applicants is selected, the entire process begins again
- If appointed, the new Councilmember may be sworn in and takes his or her seat
- The regular meeting continues

RCW 35A.12.030 Eligibility to hold elective office.

No person shall be eligible to hold elective office under the mayor-council plan unless the person is a registered voter of the city at the time of filing his or her declaration of candidacy and has been a resident of the city for a period of at least one year next preceding his or her election. Residence and voting within the limits of any territory which has been included in, annexed to, or consolidated with such city is construed to have been residence within the city. A mayor or councilmember shall hold within the city government no other public office or employment except as permitted under the provisions of chapter [42.23](#) RCW.