

New council committee meeting on November 29,2021 at 6:00 PM on filling vacancy of Kahlil Seren

This meeting will be for the purpose of determining our process for appointing someone to fill Kahlil's seat when he rolls off council on January 1, 2022. I will provide some background here, and bullet point the prior process. On the second page you will find the agenda for our meeting along with discussion points for this meeting. And thank you to Tony Cuda for providing input on this as well.

Background: At the November election a charter change was voted in which requires that Council fill a vacancy within 45 days. If they do not, the mayor has 10 days to fill it. The process council has used has generally taken longer but that may be because there was no deadline. By determining our process now and beginning it, we can be a long way into the process by the time we get to January. Plus, it allows us to see through a trial run of the process we select, whether 45 days is doable or we need to hone our process more.

Prior Process:

- Vacancy occurs
- Application process
 - Council approves application, the timeframe for receiving applications, and posting vacancy
 - Applications available on website with questions
 - Application period ends and copies of all applications are provided to council
 - Applications posted on website for public
 - Council reads applications
- Interview process:
 - First interview
 - LWV schedules interviews with candidates with questions provided by council
 - Interviews are recorded
 - Interviews are provided by LWV to council
 - Interviews are posted to the website for public
 - Council reviews the interviews
 - Second interview
 - Discussion is held by council (in executive session) to determine who they will interview
 - Finalists are scheduled individually for interview by council
 - Interviews occur
- Selection process:
 - Discussion is held by council in executive session regarding the interviews (if it doesn't look like a vote is possible yet, more executive session discussions are held)
 - Public Vote is held to select new council member

I'll see you all (2022 council members and council members-elect) on Monday at 6:00 PM in a televised public meeting.

Regards,
Melody Joy Hart

AGENDA

Chair: Councilwoman Melody Joy Hart

Discussion of process:

1. Review charter amendment – Bill Hanna
2. Discuss qualities desired
3. Application process
 - Type of application:
 - Our process is a separate application with a number of essay questions.
 - Many cities do not require an application but require a resume and cover letter. In the call for these the city can require certain topics be covered.
 - Length of time:
 - We need to consider the short time span to select
 - In the past at times, if there are too few applications, will the council want to extend the period and if so, how does that impact other parts of the process
 - Do we narrow the field here or after first interview process?
4. Interview process
 - Do we want an interview process?
 - Do we want to utilize LWV? – (considerations: time, value of interview to process, relationship and benefit of uninvolved party)
 - Do we want a council interview process?
 - Timing?
5. Selection process
 - Could what happened in prior council happen again – why and why not?
 - Public discussion or executive session discussion (NOTE: Vote must be public)
 - Advantages, disadvantages
 - Advantages and disadvantages of each of the following
 - Discussion on preferences
 - Scoring
 - Rank choices
 - What happens if council has difficulty coming to a decision?
 - Agreement on collaboration? Agree ahead on decision style?
6. Test run concept
 - When is stopping point?