

Council Policy: Selection of candidates for appoint positions

The position opening will be announced for a reasonable amount of time, with a closing date clearly indicated.

Applications will be accepted up until the closing date and time.

The Council will be informed of the choices and be allowed to review the applications in advance of the Council meeting.

Prior to the meeting set for the selection each applicant will be informed of the time and place of the meeting, and of the process that will be followed for selection.

Questions to be asked of the applicants can be developed by any Council member. These questions will be collected by the City Recorder. The Mayor (or Council President), the City Administrator, the City Recorder and the City Attorney will meet to review and consolidate questions to ask all the candidates.

At the meeting set for interviews, each candidate will be allowed three minutes to state their reasons for seeking the position. The order for such statements will be selected by the Mayor by drawing the candidates' names from a container.

Each candidate will be asked the same questions. The selected questions will be distributed among all the Council, so that each Councilor has an opportunity to ask at least one question. Any Councilor can ask the candidate to clarify the answer. After the prepared questions, a Councilor may ask impromptu questions of all candidates.

After all candidates have been given an opportunity to speak and answer the list of questions, the Council will vote on the candidates.

Initial voting will be by ballot. Ballots with the candidates' names listed in alphabetical by last name order will be distributed. Each Councilor shall put their name on the ballot and vote for one candidate. Ballots shall be collected and the results read, including the councilor's name. If one candidate receives a majority of the votes cast, the balloting shall end. If no majority is received, the name of the candidate receiving the fewest votes will be removed from the ballots and the vote shall be taken again. This process shall be repeated until one candidate receives a majority of the votes cast.

At the end of the balloting the candidate receiving a majority of the votes cast shall be nominated by a motion to appoint the candidate to the vacant position. The success of the motion shall result in the appointment of the candidate to the vacant position.

If the motion to nominate fails, the position shall be readvertised.