



APPROVED 11/29/2022

**TOWN OF APEX  
PROCESS TIMELINE FOR SELECTING AND APPOINTING  
A CANDIDATE TO FILL A TEMPORARY  
AT-LARGE TOWN COUNCIL SEAT**

**Tuesday, November 29 (Regular Meeting):**

The Apex Town Council approves the selection process and schedule for appointing a qualified candidate to temporarily fill an At-Large seat vacated by a resignation.

**9:00 AM Wednesday, November 30 – 5:00 PM Friday, December 9, 2022:**

Town Clerk's Office and Communications' Department to advertise position and solicit applications from qualified candidates through the Media, Town's Website, and Social Media. Applications available on Town's website and by email.

**5:00 PM Friday, December 9, 2022:**

All completed applications with accompanying resumes must be submitted and received by the Town Clerk.

**Monday, December 12 – Tuesday, December 13, 2022:**

The Town Clerk's Office to verify each application is complete and meets the established qualifying criteria. The Wake County Tax Administration and Board of Elections will assist the Clerk's Office with the verification process.

**Tuesday, December 13, 2022:**

Eligible applicants are shared with the Mayor and Town Council. The Town Clerk's Office in partnership with the Communications' Department will issue a press release notifying the public who is eligible and applied for consideration.

**Friday, December 16, 2022:**

The Mayor and each Town Council member will provide the Town Clerk with up to seven (7) candidates to be interviewed by the close of business day Friday, December 16, 2022.



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**Friday, December 16, 2022:**

The Town Clerk's Office in partnership with the Communications' Department will issue a press release notifying the public the candidates selected to be interviewed.

**Friday, January 6, 2023 (Special Meeting):**

Candidate interviews to be conducted by the Mayor and Town Council. This will be a called special meeting of the Council, which will be livestreamed/recorded and open to the public. As in other Council meetings the Town Manager, Town Attorney, and Town Clerk will also be present. At the conclusion of the interviews, Council will deliberate and conduct a public hearing to receive feedback on the potential candidates.

**Tuesday, January 10, 2023 (Regular Meeting):**

The Mayor and Town Council will vote to appoint a qualified candidate to fill the vacancy by nomination and ballot method. The candidate appointed to the At-Large Town Councilmember seat will serve until the next municipal election (November 2023).

**Thursday, January 12, 2023 (Council Strategic Planning Meeting):**

The individual selected and appointed to fill the vacancy will be sworn in by the Mayor and/or Town Clerk. The newly sworn-in Councilmember will participate in the Strategic Planning Meeting and all future meetings of the Apex Town Council.

**Monday, January 16, 2022:**

New Councilmember Orientation process begins, coordinated by the Town Clerk.

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Questions regarding the application process and timeline should be directed to the Town Clerk Allen Coleman [allen.coleman@apexnc.org](mailto:allen.coleman@apexnc.org), 919-249-1260, or 73 Hunter Street, Apex, NC 27502.