



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
Michelle Oeser, Town Clerk
DATED: January 28, 2025
SUBJECT: Open Board Seat – Ward 2

BACKGROUND

Ward 2 is comprised of two (2) seats on the Board of Trustees. One seat is currently held by Trustee Loren Einspahr, who was elected in November 2022 and whose term will continue through November 2026. The other ward seat had no candidates during the November 2024 election and therefore is unfilled. The term of this seat is through November 2026.

On December 10, 2024, the Board of Trustees declared the vacancy of the remaining Ward 2 seat and sought applications to fill the position. Ultimately, no applications meeting the requirements to serve have been received by the Town Clerk, and the seat remains vacant. The seat must be filled on or before February 10, 2025, or the seat must be set for a Special Election.

ANALYSIS

The Board may re-open the application period to receive qualified applicants for the open seat. If this is the option chosen by the Board, Staff would recommend setting a new application deadline for either February 5th or February 6th, with the intention to hold interviews through a Special Meeting on February 7th and with the intent to fill the position that day if a candidate is selected.

In the alternative, the Board can set a date for an election to be held to fill the open seat. This can be accomplished during the January 28th meeting, or in the alternative, could occur during a Special Meeting to be held on February 7th [or any time before]. A possible range of dates, based on the date of the setting of the election, could be as follows:

- Selection and announcement of the Special Election date [Tuesday] by the Board of Trustees.
- Board determines the specific date of the Special Election – 60 to 90 days into the future.
- The next day Nomination Petitions must be available to pick up for circulation by Ward 2 eligible candidates.
- Nomination Petitions can be circulated for up to 20 days.
- Nomination Petitions are submitted to the Clerk for review.
- The Nomination Petitions remain subject to challenge, printing of ballots, UOCAVA and related matters based on the dates selected.

Lastly, the Board may cancel the Special Election if it is possible for the Board to fill the position in advance of the actual date of the election.

STAFF RECOMMENDATION

Staff make no recommendation due to public policy considerations and need to remain neutral in the political process.

BUDGET CONSIDERATIONS

Unknown. The Town has not yet held an election related to the new ward system. The overall costs of an election will be substantially less than a Town-wide election due to the limited size and scope of each of the Town's wards.

ATTACHMENTS

N/A