

**RESOLUTION DECLARING A VACANCY IN THE OFFICE OF CITY
COUNCILPERSON PURSUANT TO THE REQUIREMENTS OF THE CITY
CHARTER
AND
ADOPTING A PROCESS FOR FILLING THE COUNCILPERSON VACANCY**

Minutes of a regular meeting of the City Council of the City of Grosse Pointe Woods, State of Michigan (the "City"), held on August 12, 2024, at 7:00 p.m.

PRESENT: Brown, Bryant, Gafa, Granger, Koester, McConaghy

ABSENT: None

The following preamble and resolution were offered by Council Member _____, seconded by Council Member _____:

WHEREAS, at the City election held on November 2, 2021, Councilperson Thomas S. Vaughn was elected to serve a four-year term on Council expiring November 2025; and

WHEREAS, the untimely death of Councilperson Vaughn has created a vacancy on Council; and

WHEREAS, Section 5.2 of the City Grosse Pointe Woods' Charter ("Charter") provides that Council must declare a vacancy in office whenever an elective office becomes vacant before the expiration of the term;

WHEREAS, Section 5.4 of the Charter provides that vacancies in an elected office shall be filled by appointment by Council of a person qualified for office, who shall hold office until the vacancy is filled at the next regular election; and

WHEREAS, the Charter does not provide the method Council should utilize in making an appointment to a vacant office or prescribe the time period for filling a vacancy; and

WHEREAS, Council has developed a process that will allow all interested and qualified members of the community to apply to fill the vacancy on Council until the next regular election.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Council of the City of Grosse Pointe Woods hereby declares a vacancy in the office of Council.

2. Council shall utilize the following process to fill the vacancy:
 - a. Applications for the office of Council will be accepted from August 20, 2024 through September 19, 2024 at 4:00 p.m. To be considered for appointment, applications must be received by the City Clerk's office at 20025 Mack Plaza Dr., Grosse Pointe Woods, Michigan 48236 or be returned via email to pantolin@gpwmi.us within the stated application period. Resumes, letters of interest, and other materials received after the application period will not be considered.
 - b. To be qualified for appointment an applicant must meet the following requirements:
 - Be at least eighteen (18) years of age;
 - Be a citizen of the United States;
 - Be a resident of the City of Grosse Pointe Woods for at least two (2) consecutive years prior to appointment;
 - Be a qualified and registered voter of the City of Grosse Pointe Woods;
 - Not be delinquent on City property taxes or other City bills or be in default to any state agency.
 - c. All persons seeking appointment must submit a resume and a letter of interest to the City Clerk's Office by the due date. Applicants should include **qualifications, skills and experiences that demonstrate leadership, such as service on governing boards, service organizations or committees**. An applicant may submit supporting documents; however, none are required. A person may not simultaneously serve as City Councilmember and hold a second public office that is incompatible with the office of Council.
 - d. The Office of the City Clerk shall review the materials to determine that each applicant has met the qualifications for holding office. The Clerk shall forward to Council all qualified candidates' resumes, letters of intent, and other submitted materials along with a list of candidates who did not meet the qualifications for office, if any, with the corresponding reasons.
 - e. Council may determine the applicants to be interviewed through a majority vote. All interviews will be conducted in compliance with the Open Meetings Act at a Committee of the Whole or Council meeting.
 - f. Once the interviews are concluded, City Council may, during a meeting, vote to appoint a new Council member. The candidate who first receives a majority vote of Council shall be appointed to serve the remaining term of office which expires in November 2025.
 - g. Council may, in its discretion and upon a majority vote, implement voting

strategies, including a ranking system or run off voting, in order to break a tie between candidates, narrow the number of applicants to be interviewed or to be considered for further appointment after interviews are completed, or for any reason as Council determines necessary to facilitate the appointment of the Council position.

BE IT FURTHER RESOLVED that the Grosse Pointe Woods City Council directs this application process be posted on the City's website and directs the City Clerk to publish notice in the Grosse Pointe News, the Grosse Pointe Times, and the Happenings e-blast.

AYES: Brown, Bryant, Gafa, Granger, Koester, McConaghy
NAYES: None
ABSENT: None

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I, Paul P. Antolin, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Council on August 12, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Public Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be, or have been, made available as required by said Act.

Paul P. Antolin/City Clerk
August 13, 2024