

- G. In order to simplify amendments, only one strike and one insert may be put together in one amendment paragraph. The above example is one amendment paragraph. More than one amendment paragraph may be listed on a page.
- H. Drafting and copying of amendments, resolutions or ordinances for the Council by City staff shall be provided only upon the request of a Councilmember, the Mayor or by formal commission or board action.

5.7 Appointment to Fill Council Vacancy

- A. The City Council, pursuant to RCW 35A.12.050 and RCW 42.12.070, is authorized to fill a vacancy on the City Council by appointing a qualified person to fill the vacant position. A Council position shall be considered vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. A Councilmember who is vacating his or her position may not participate in the appointment process. The position should be filled at the earliest opportunity, but no later than ninety (90) days from the vacancy occurring.
- B. The City Council shall ask the Mayor to direct City staff to begin the administrative processes needed to fill the vacancy as provided below:
 - 1. The City Clerk or designee ("City Clerk") shall advertise for the vacant Council position in the City's Official newspaper once each week for two consecutive weeks. Courtesy copies of the advertisement shall be provided to other local media outlets and current members of City commissions and task forces.
 - 2. The advertisement shall include the qualifications needed for appointment to the vacant Council position consistent with the requirements to hold public office in the City: be a registered voter of the City; and have at least one year of residency in the City. The advertisement shall include the time period to be served in the vacant position, a summary of Councilmember duties, salary information, the deadline for submitting an application, projected interview and appointment schedules as determined by the City Council, and such other information as the City Council deems appropriate.
 - 3. The City Clerk shall solicit input from all Councilmembers and prepare an application form. Applications shall be available at City Hall, the King County library located in the City, and other locations the City Council deems appropriate.
 - 4. Completed applications and supporting materials received from applicants by the deadline shall be electronically distributed by the City Clerk to the City Council within two business days of close of the application period.
 - 5. The City Clerk shall publish the required public notice for meetings at which Council will be interviewing applicants, deliberating, and voting to fill the vacancy. Interviews may take place at either a regularly scheduled business meeting of the Council or a special meeting of the Council Committee of the Whole.
 - 6. The City Clerk shall notify all applicants that the Council has decided to interview of the location, date and time of the interviews.
- C. The City Council shall use the following interview process for filling vacant Council positions:
 - 1. If the number of applications received by the deadlines is more than six (6), the Council may choose to interview less than all of the applicants. The decision regarding which applicants to interview shall be made by a vote of the Council.
 - 2. Prior to the interviews, the Council Chair shall accept one interview question from each Councilmember.
 - 3. The applicants' order of appearance for the interviews shall be determined by random drawing by the City Clerk prior to the meeting.
 - 4. Each interview shall last no longer than thirty (30) minutes, unless Council decides to reduce the allowed amount of time based on the number of applicants to be interviewed.

- a. The applicant shall have up to five minutes to present his or her credentials to the Council. (5 minutes)
 - b. The Council shall ask a predetermined set of questions to the applicants. Each applicant will be asked the same questions and will have up to two minutes to answer each question. (14-21 minutes)
 - c. After the predetermined questions, Councilmembers may ask and receive answer to miscellaneous questions from an applicant. (4- 11 minutes)
- D. The following shall govern the Council's process for voting on applicants to fill a vacant Council position:
- 1. Upon completion of the interviews, Council may convene an executive session to discuss the qualifications of the applicants interviewed pursuant to RCW 42.30.110(1)(h). All interviews, deliberations, and votes taken by the Council shall be in open public session.
 - 2. In open public session, the Council Chair shall call for motions from Councilmembers for the purpose of voting on an appointment to fill a vacant Council position.
 - 3. At any time during the appointment process, the City Council may postpone voting on the appointment if an affirmative majority vote has not been received for an applicant.
 - 4. Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss applicant qualifications.
 - 5. The Council Chair shall declare the applicant receiving the affirmative majority vote as the new Councilmember who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled Council meeting.