

## **Sandy City Council Vacancy Filling Process – Fall 2024**

City Councilor Carl Exner resigned from Seat #5 of the Sandy City Council, effective August 23, 2024. This document represents the City's 'Process and Procedure' for filling the vacancy, per Chapter VII of the Sandy City Charter and Chapter 10 of the Sandy Council Rules.

\*\*\*

### **Qualifications (per Sandy City Charter)**

- Applicants must have resided within Sandy City limits for at least one year prior to the appointment date (i.e. since at least October 21, 2023; see timeline below).
- Applicants must be at least 18 years of age and registered to vote.

### **Application Form**

Applicants must complete an application form and submit a signed hard copy to Sandy City Hall before the application deadline. The form will be downloadable from the City's website, or paper forms may be obtained at City Hall. The form is attached to this document as Exhibit A.

### **Process and Timeline**

- Adoption of Process: September 3, 2024
- Vacancy Advertisement: September 4<sup>th</sup> through September 25<sup>th</sup> at 4:00 p.m. Advertisement methods will include, but not be limited to, the Sandy Post, the City's website, and the Sandy Source Newsletter
- Council Review of Applications: Council meeting, October 7<sup>th</sup>
- Council Interviews of Applicants: Council meeting, October 21<sup>st</sup>
- Council Appointment Vote: October 21<sup>st</sup> (or subsequent special meeting if decided by the Council)

### **Application Evaluation Criteria**

The Council will review applications according to the following criteria:

- Amount of prior local government experience/service
- Relevant skills and experience
- Knowledge and understanding of current City projects and initiatives
- Alignment with City needs, goals, and priorities
- Availability and time commitment

After reviewing the applications, the Council will determine which applicants will proceed to the interview stage.

### **Applicant Interviews**

Applicant interviews will be conducted during a public City Council meeting on October 21<sup>st</sup>. Interview questions will be available in advance as part of the October 21<sup>st</sup> meeting packet; the questions will closely mirror those included on the application form, but will offer applicants an opportunity to explain themselves further as well as a chance for the Council to ask follow up questions.

Following the interviews, the Council may choose to make an appointment decision immediately, or postpone the decision to a subsequent City Council meeting.

DRAFT