

Councilmember Vacancy Timeline	
Date	Description
2/25/2026	Upcoming resignation/vacancy announced (90-day clock does not start yet)
3/2/2026	Email sent to all staff explaining council vacancy, thanking CM Christensen for her service to the city, next steps, council vacancy process, who to go to with questions. Social media post explaining council vacancy, thanking for CM Christensen for her service to the city, explaining next steps.
2/25-3/13	Staff, City Administrator, Mayor work on proposed selection process and options to present to Council. Draft official slide deck presentation. Determine staff responsible for website/social media posts, accepting and reviewing applications, etc.
3/3/2026	F&A Committee – Review Timeline
3/16/2026	Last Date in Office
3/17/2026	90 Day Clock Starts
3/17/2026	F&A Committee – Present process and options for selection process
3/18- 3/19/2026	Staff make modification to presentation/options as needed based on F&A
3/23/2026	Council Meeting – Council reviews and approves the selection process
3/24- 3/27/2026	Staff works on any changes to proposed selection process, makes materials, and drafts website/social media posts
3/30/2026	8 AM Post on City on website application materials, including application itself, timeline, and interview date. Social media post also if desired. Include date, time, and who applications go to for questions, typically City Clerk.
4/13/2026	Applications due by 5 PM, to City Clerk or other staff member designated
4/13- 4/22/2026	Administration reviews applications to ensure completeness, compliance with WA law, and Snoqualmie residency.
4/23/2026	Applications emailed to elected officials and included in 4/27 council meeting agenda packet. Recommend redacting address, date of birth, and signature for privacy reasons from agenda packet.
4/23- 4/26/2026	Elected officials review applications
4/27/2026	6 PM Round Table or 7 PM Council meeting – oral interviews of candidates. Example of potential interview: Candidate given set number of minutes for “opening statement” and then is either asked a set number of questions by councilmembers with a time limit for each answer. Questions should be selected in advance. Each candidate should be asked the same question and given the same amount of time. Keep in mind for time management that 10 candidates x 15 minutes each = 2.5 hours.

	<p>Under Council Rule 2.7 ADJOURNMENT. Council Meetings shall adjourn no later than 10:00 PM. The adjournment time established there under may be extended to a later time upon approval of a motion by a majority if the Council. Any Councilmember may call for a “Point of Order” at 9:30 to review agenda priorities.</p> <p>Other candidates may be asked to wait in another room (such as Mt Si Conference room) to not have the advantage of hearing questions and answers in advance. While they cannot be forced to leave a public meeting, their refusal to leave can be considered as a part of their ability to follow recommendations if they were to join Council.</p> <p>After interviews, Executive Session under RCW 42.30.110(h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.</p>
5/11/2026	6PM Round Table or 7 PM Council Meeting – nominations/voting or additional executive session if needed.
5/26/2026	<p>7 PM Council Meeting – swearing in of new council member.</p> <p>Council Rule 2.1 SWEARING IN OF NEW MAYOR AND COUNCILMEMBERS. New Mayor and Councilmember’s shall be sworn in by the City Clerk or City Attorney.</p> <p>Potential additional deliberation/buffer date.</p>
6/15/2026	90-day clock done - Must appoint councilmember by this date (this is based on vacancy starting 3/17/2026 as first date of vacancy)
11/2027	Election
11/2027 or 12/2027	After WA Secretary of State certifies the election, the winner is sworn in and takes the council seat immediately.

Must appoint within 90 days:

- The city council must fill a vacancy within 90 days of the vacancy. If the city council fails to meet this deadline, it loses the authority to appoint a replacement, at which point the county council has an additional 90 days to make the appointment.

Minimum legal requirements:

- Continuous residency in Snoqualmie city limits for a minimum of one year prior to appointment to the Council.
- Registered to vote in the City of Snoqualmie (de facto this creates an age 18+ requirement)