



Tumwater City Council Position No. 1

Appointment Process

The process of filing a vacant council position is broadly laid out in the RCW for code cities. It is set forth that the City Council will appoint a qualified person to fill Position No. 1 until a qualified candidate is elected at the next election at which a member of the City Council would normally be elected.

The proposed process is as follows:

1. Upon approval of this appointment process, staff will prepare the appropriate materials to ensure widespread notification and announcement of this process, including City website and social media as well as regional news resources, beginning on **Friday, February 26, 2021**.
2. The notice, "*Calling for Candidate*" will be published in the **Sunday, February 28, 2021**.
3. The filing deadline will be **Friday, March 12, 2021**. Candidates must submit a completed application with cover letter and a resume of no more than two pages to the Executive Assistant **by 12:00 noon** via email. Late applications will not be accepted.
4. **Friday, March 12, 2021**, the candidates' applications and supplemental information will be routed to the City Councilmembers and Mayor for review. All documents are public information.
5. **Tuesday, March 16, 2021**, at the Tumwater Council meeting, the number of candidates and who will be interviewed will be decided.

6. **Saturday, March 20, 2021**, candidate interviews will be conducted at a special public meeting of the City Council. Interview questions will be provided to the candidates at the meeting. Candidate interview scoring sheets will be handed out to the Council for optional use in ranking of the candidates (all documents are public information). After interviews are complete, Council will confer about the candidates in open session.
7. The City Council will appoint a new Councilmember by formal motion at a special public meeting on **Tuesday, March 23, 2021**. The Mayor may break a tie vote. The newly appointed Councilmember for Position No. 1 will be sworn in immediately following the appointment.*

*The candidate selection will occur on **Saturday, March 20, 2021**, to accommodate signing the Oath of Office form by two parties prior to the **Tuesday, March 23** Worksession. A ceremonial swearing in will still occur **March 23, 2021**.