

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: June 27, 2022

AGENDA ITEM:	
Discussion – Process for Filling Council Position #1	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima, Chief Administrative Officer	
DEPARTMENT:	
City Council	
ATTACHMENTS:	
1. Proposed Council Appointment Process (Based on 2013 Process) 2. Council Application form (Draft)	
BUDGET CODE:	AMOUNT:
<p>SUMMARY: Council President Norton has initiated review of the Council Vacancy Process. Councilmember Vaughan resigned his Council seat (Position # 1) effective June 15, 2022. RCW 42.12.070 requires that council make the appointment within 90 days of the vacancy, which would be Tuesday, September 13, 2022.</p> <p>MMC 1.12.030 Filling vacant city council positions, provides that: In the event a vacancy or vacancies shall occur on the city council, such position(s) shall be filled until a successor to such position(s) can be elected for the remainder of the unexpired term(s) at the next municipal election. Such election process shall comply with the requirements of RCW 35A.12.050 and Chapter 42.12 RCW. In filling vacant city council positions, the city council shall be the judge of the qualifications of all applicants. Each applicant for such a vacancy must be a registered voter of the city at the time the city accepts applications for filling a vacancy, and such applicant must have continuously resided within the corporate limits of the city for at least one year next preceding the date upon which the vacancy shall be filled. Residency and voting within the limits of any territory that has been annexed to the city prior to the time the city accepts applications for filling a vacancy shall be construed to have been residency within the city.</p> <p>MMC 1.12.040 Minimum process for filling vacant city council positions, provides that: The city council shall establish a process commensurate with the time available, which includes, at a minimum, public notification by posting and publication in the city’s legal newspaper, the establishment of an application process with a clearly stated deadline for the submission of letters of interest, the development of questionnaires to assist the city council in its process, a public interview process conducted by the city council, and nominations and selection by the city council during an open public meeting. All portions of this process shall be open to the public unless the city council, in its discretion, elects to discuss the qualifications of a candidate for public office in executive session as provided in RCW 42.30.110(h).</p> <p>Attachment 1 of the Council agenda bill includes a draft process and timeline based on the process utilized by City Council in 2013. Attachment 2 is a draft application template. The Council may modify the process as desired, to meet their current needs.</p>	
RECOMMENDED ACTION:	
Discuss and revise process. Provide direction to staff regarding application and timeline.	

[PROPOSED DRAFT]

City Council Process for Filling Open Council Position 1 Per MMC 1.12.040

A. OVERVIEW

1. Publish notice to Everett Herald and post process to fill Council vacancy on Thursday, June 30, 2022.
2. Set application deadline of 5 p.m., Thursday, July 7, 2022.
3. Distribute applications to City Council on July 8, 2022.
4. Schedule the July 11, and July 25, 2022, regular city council meetings for selection process. The process will be divided into 2 parts as described below:

Part 1: A “meet and greet” for Council and candidates will be scheduled for Council Chambers between 5:45 and 6:45 p.m. on July 11, 2022. During the regular Council meeting on July 11, 2022 each council candidate will be allowed to provide a statement.

Part 2: Interview – July 25, 2022 at 7:00 p.m.

B. PART 1 ON JULY 11, 2022

1. Candidates will be sequestered in a separate room to provide an equitable opportunity for each candidate. Numbers will be drawn to determine order of candidate presentations. All candidates will be asked to turn off their cell phones.
2. Each candidate will be given up to three minutes to introduce him/herself and deliver a statement. The Mayor or designee will use a timer to keep all candidates to the allotted time and will signal when 30 seconds remain and will stop the candidate when three minutes has been reached.
3. Candidates will stay in the Council Chambers following their presentation.
4. Following all candidates’ presentations, Council may convene to executive session to discuss candidates’ qualifications.
5. If there are a large number of candidates, Council may utilize a screening process to reduce the number of candidates moving forward to Part 2 of the interview process.

C. PART 2 ON JULY 25, 2022

1. All candidates progressing to second interview are invited to the next Council meeting, scheduled for July 25, 2022 at 7:00 p.m., to continue Part 2 of the interview process.
2. Candidates will be sequestered in a separate room to provide an equitable interview for each candidate. Numbers will be drawn to determine order of candidate interviews. All candidates will be asked to turn off their cell phones.
3. Interview – each Councilmember will ask one question and the same question will be asked of each candidate. Candidates will be allowed up to a one minute response. Each Councilmember will be limited to one follow up question.

The candidate will be allowed up to 30 seconds to respond to the follow up question.

4. Following the interview questions and responses, candidates will be given up to 30 seconds to present a closing statement.
5. Candidates will stay in the Council chambers following their interview.

D. VOTING AND DECISION PROCESS

1. Regular voting process.

Mayor will open the floor for Councilmembers to place candidate(s) name in nomination:

- a. Each Councilmember can make one nomination, if desired. No second to the nomination will be required.
- b. A Ballot will be taken with one vote per Councilmember. Each ballot will require the Councilmember's name and the candidate who they voted for.
- c. The Mayor will count and announce the ballots. The City Clerk will tally the votes.
- d. If there is no majority (i.e. 4 votes in favor of one candidate), Council will deliberate and the Mayor will announce that no majority was reached for one candidate and will open the floor again for placement of names in nomination. No second will be required.
- e. If a candidate has not been selected by a majority after two rounds of voting a weighted vote will be taken.

2. Weighted Vote process:

- a. Each Councilmember fills out a ballot identifying his or her top 3 candidates, in order of priority (1 being first choice, 2 being second choice, etc.)
- b. Points are assigned to 1, 2 and 3. (1=3 points, 2=2 points, 3=1 point).
- c. The Mayor will count and announce the ballots. The City Clerk will tally the points for each candidate.
- d. Top 3 candidates with the most points are selected for final vote by Council.
- e. Regular voting process (#D 1 above) ensues for the top three candidates.
- f. If a candidate is not selected by a majority of Council after two rounds of voting a second weighted vote will be taken.
- g. The second weighted vote process (#D 2 a-d, above) is utilized again, except Councilmembers fill out the ballot for top 2 candidates, narrowing to top two candidates based on point total. (First choice = 2 points and second choice = 1 point).
- h. Regular voting process for the top two candidates ensues to select Councilmember. If after two rounds of voting there is a tie, the tie will be broken by a flip of a coin.

3. Once a majority has been reached, the Mayor will say "It appears _____ has been selected."

4. Mayor will entertain a motion to “move to appoint” and second, and a final vote taken.
5. The candidate selected will be sworn in and assume Council Position No. 1 immediately.



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Application for Appointment to Vacancy on Marysville City Council

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* Applications will be accepted from June 30 - July 7, 2022.

* Meet and Greet will be on July 11, 2022 from 5:45-6:45 p.m.

* Interviews of candidates will be held in two parts: Part 1 on July 11, 2022 and Part 2 on July 25, 2022 during the regular City Council meetings.

* Marysville City Council will make the final appointment on July 25, 2022.

Name*

Address*

Phone (Primary)*

Phone (Secondary)

E-mail Address*

By initialing this box, I declare that the following is true:*

1. I am currently, and have been a resident of the City of Marysville for a period of at least one year prior to making this application.
2. I am at least 18 years old and a registered voter within the City of Marysville.
3. I have not been convicted of an infamous crime, a felony, as defined by RCW 29.01.080.

OR

3. Though I have been convicted of an infamous crime, a felony as defined by RCW 29.01.080, my civil rights have been restored pursuant to Chapter 9.96 RCW.
4. I affirm that if appointed I will support the constitution and laws of the United States, the constitution and laws of the State of Washington, and the laws and ordinances of Snohomish County and the City of Marysville, Washington.
5. I understand that City Council meetings are held on Monday nights at 7:00 p.m., and I will be expected to attend.
6. I understand that the appointment to the vacant seat would be from the date of appointment through the date of election certification.

Resume*

No fil...hosen

Cover Letter

No fil...hosen

Why are you interested in being appointed to fill the vacant City Council position?*

What skills or talents would you bring to the position, if appointed?*

Briefly describe your current and past community involvement in clubs, associations, nonprofits, boards, commissions, etc., and how this experience would benefit Marysville.

Appointment to the City Council will require attendance at numerous regularly scheduled and special meetings. Councilmembers are also encouraged to represent the City of Marysville by serving on various regional commissions, committees and boards when possible. Are you able to commit your time and energy to participate fully as a member of the Marysville City Council? How much time would you be able to devote to the Council, if appointed?*

How well informed do you believe you are regarding the issues currently facing the City of Marysville? Have you ever attended a Marysville City Council meeting? If so, please give an estimate of how many City Council meetings you have attended in the past three years.*

What issues do you believe are the most important for the City Council to be addressing at this time? How do you propose to address these issues?*

Is there anything else you feel the City Council should know before making its decision about the vacancy?*

How many years have you been a resident of Marysville?*

Signature*

Typing my name in the box above will serve as my signature for the purpose of applying for the vacant City Council position.

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* indicates a required field