

# COUNCIL VACANCY INTERVIEW & APPOINTMENT PROCESS

## Protocol

### 1. DETERMINING INTERVIEW QUESTIONS

- a. Mayor hands out proposed interview questions.
- b. Council discusses, revises and decides how they will ask the questions.

### 2. INTERVIEWING CANDIDATES

- a. Candidates should be interviewed in alphabetical order or through a randomly chosen process (drawing numbers, flipping coin etc.).
- b. Council asks all questions of each candidate in order. The same questions must be asked of each candidate.

### 3. EXECUTIVE SESSION

- a. Mayor calls for an Executive Session:

"I am now convening the Council into executive session according to RCW 42.30.110 for the purpose of evaluating ". . . *the qualifications of a candidate for appointment to elective office.*" The executive session will end at \_\_\_\_\_ (time). During the Executive Session the Council is allowed to only discuss the qualifications of each candidate. There will be no discussion indicating voting preference. The Council will return after the executive session to consider a motion to appoint a candidate to the council vacancy."

**NOTE:** The executive session may be extended to a stated later time by announcement of the presiding officer.

- b. Council and Mayor convene in a private area for the Executive Session.

### 4. MOTION TO APPOINT TO COUNCIL VACANCY

- a. Mayor asks for a motion from the Council to appoint a candidate to fill Council Seat # \_\_\_\_\_.
- b. Consideration and voting on motions until a majority vote is obtained.
- c. **Mayor votes in the case of a TIE.**

### 5. SWEARING IN

- a. Clerk/Treasurer swears in appointed council member.
- b. Council member immediately takes seat at council table.