



## CITY OF KIRKLAND

Department of Finance & Administration, City Clerk's Office

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### MEMORANDUM

**To:** Houghton Community Council

**From:** Kathi Anderson, City Clerk

**Date:** February 21, 2019

**Subject:** Process Options for Filling Anticipated Houghton Community Council Vacancy

### RECOMMENDATION:

The Council receives background on processes used to fill Council vacancies in the past and provides direction to staff regarding how to conduct the process to fill the vacancy anticipated after February 25, 2019. RCW 42.12.070 provides that when a Community Council position becomes vacant, the remaining members of the Council appoint a qualified person to fill the position. The Council itself determines the process for how to appoint the qualified person.

### BACKGROUND DISCUSSION:

Houghton Community Councilmember Kelli Curtis has shared her intention to submit her resignation effective following the Houghton Community Council's February 25, 2019 meeting. Her resignation is prompted by her appointment to the Kirkland City Council on February 19<sup>th</sup>; Ms. Curtis may not serve on both elected bodies concurrently. Her resignation will leave a vacancy on the Houghton Community Council for position 4, which will need to be filled by appointment of a qualified person for the remainder of the term ending with the certification of the 2021 general election.

A qualified person must have resided within the boundaries of the former Town of Houghton for at least one year as of November 5, 2019 and be registered to vote at their Houghton residence address.

The Council last conducted a recruitment in 2016, when Ms. Curtis was first appointed to the Houghton Community Council, prior to her election in 2017. The Council posted the recruitment with a two-week response period and received five applications. Interviews were conducted and an appointment made at a special meeting ten days following the application deadline.

The Council could use either of the following options to fill the anticipated vacancy:

#### **Option 1 – Nominate and Appoint:**

The Council decides to fill the vacancy by accepting nominations from the Council. The simplest way to implement this option is to allow each Councilmember to nominate one candidate for consideration. Not all Councilmembers would need to submit a nomination under this scenario. The Council could request that completed application forms or resumes be provided by the nominees. The applications could be used in conjunction with interviews to be conducted by the Council, but there is no requirement for applications or that interviews take place.

**Option 2 – Application and Interview:**

The Council decides to advertise and solicit applicants for the vacant position. A potential application process is outlined below for the Council's consideration. This is not intended to suggest the only logical path or timeline, but simply to aid the Council's discussion.

The City advertises the vacant position. Interested and eligible individuals would be invited to submit an application which would be available to download from a City webpage or pickup at City Hall. Completed applications would be filed with the City Clerk by a certain date.

The City Clerk confirms that the applicants are residents of Houghton and registered voters. The Clerk distributes the applications to the Council.

The Council holds a special meeting to review the applications and determine which applicants to schedule for interview, or predetermines that the Council will interview all applicants.

Staff prepares, or assembles Council submitted interview questions for Council consideration to be provided at the special meeting.

The Council interviews the candidates at a special meeting. Candidates could be sequestered while waiting for their turn to be interviewed.

The Council could convene an executive session at the conclusion of the interviews to consider the qualifications of the candidates to fill the vacancy.

Under either option, the appointment could be made at either a special meeting, following the interviews, or at the regular Council Meeting on March 25, 2019. The process could be conducted on a longer timeline if the Council wanted more time to deliberate. At the meeting where candidates are considered, the Mayor would open nominations to fill the vacancy. After the nominations are closed, the Council would vote on each nominee, in the order in which they were nominated. When a nominee receives four votes, the voting would be over and the appointment to fill the vacancy made.

Once the appointment is made, the City Clerk will administer the Oath of Office and the new Councilmember can then be seated and has all the same powers, duties, rights and obligations as the other Councilmembers.

**Issues for Council Consideration**

- Is there any additional information the Council needs to decide about the appointment process?
- Does the Council wish to complete the appointment process by the March 25th meeting or do the members prefer a longer selection timeframe?
- Does the Council prefer Option 1, Option 2 or some other option?
- If Option 1 is selected, does the Council want to limit each Councilmember to one nomination or allow multiple nominations?
- Does the Council wish to set the date for a special meeting to determine interviews for the appointment under either option?
- Does the Council wish to set a special meeting date for purposes of interviewing finalists?
- If there is a special meeting, does the Council desire to have it recorded?