

City of Elkins
Council Vacancy Protocol

Approved by Council: December 1, 2016

In the event that a common council seat is vacated, by resignation, removal or otherwise, the remaining council members shall abide by the following protocol in filling the seat for the unexpired term, or until the next succeeding regular municipal election. The controlling authorities for this protocol include West Virginia Code §8-5-10, Elkins City Charter Section 14 and Resolution #974, adopted by Council on December 1, 2016.

- 1) A Resolution will be presented for Council approval announcing the ward vacancy and the time period and method for which resumes will be accepted from those wishing to be considered as an appointee.
- 2) The City Clerk will advertise the vacant council seat and the time period and method of application through various media outlets.
- 3) Resumes will be submitted to the City Clerk and reviewed for basic requirements (residency in the appropriate ward and eligibility to vote in municipal elections).
- 4) Within five (5) business days of the application period ending, the City Clerk will forward the resumes of eligible applicants to all Council Members and the Mayor. In addition, all eligible applicants, Council Members and the Mayor will be notified of the date and time of interviews scheduled by the City Clerk. Every eligible applicant will be given the opportunity to interview.
- 5) Interviews will be conducted by all available Council Members and the Mayor. Standard interview questions will be asked and scored, the averages of which will be calculated by the City Clerk. If any Council Member or the Mayor is unable to attend *all* of the scheduled interviews, their scores will not be included in any of the averages.
- 6) Within three (3) business days of the conclusion of the interviews, the City Clerk will provide the average scores to all Council Members and the Mayor for consideration. The Clerk will also, with the Mayor's consent, issue a subpoena for a special call council meeting for the purpose of deciding upon an appointee. Immediately following the Clerk will contact Council's selected appointee to confirm their acceptance.
- 7) A Resolution authorizing the appointment of Council's recommended appointee will be presented for approval at the next council meeting.