

RESOLUTION NO. 1214

A RESOLUTION adopting procedures for the filling of vacancies in the elected positions of the City of Camas.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I
Incorporation by Reference

The following State statutes are incorporated by reference:

- A. RCW 42.12.010 defining causes of vacancy.
- B. RCW 35A.12.050 defining vacancies in elected positions in code cities.
- C. RCW 42.12.070 setting forth provisions for filling nonpartisan vacancies.
- D. RCW 35A.12.030 defining eligibility to hold elective office in a code city.
- E. RCW 35A.12.180 establishing residency within a ward as a condition to holding the position of Councilmember for the ward.

II
Notification of Vacancy

Whenever an elected office shall be vacant under the provisions of RCW 35A.12.050 or RCW 42.12.010, the City shall announce the vacancy and that applications to fill the vacancy are being accepted. The announcement shall be made by providing a press release to the media, by posting the announcement on the City's website, and by posting the announcement in at least three (3) public places located within the City.

III
Applications

- A. The City shall accept applications for any vacancy for three (3) weeks following the public announcement, or for such longer period as the City Council may determine.

B. Applications for a vacancy shall include:

1. A standardized application to be provided by the City identifying the applicant, providing contact information for the applicant, and establishing that the applicant is a registered voter, that the applicant has been a resident of City for the proceeding year, and if applicable, that the applicant is a resident of the ward for the vacant position.

2. An introductory letter from the applicant setting forth the applicant's qualifications and any other information the applicant wants the Council to consider.

3. The applicant's written response to two or more questions submitted by the City Council to all applicants.

C. All applicants' legal qualifications to hold office shall be verified independently by a City staff member.

IV Interview

All candidates shall be interviewed at a special meeting of the City Council. Only City Councilmembers shall participate in the interview process. Standardized questions shall be prepared in advanced and asked of all candidates. Follow-up or clarifications questions may be asked by individual Councilmembers.

V Selection

Following the interviews, the Council shall adjourn to executive session to discuss the applicants' qualifications. No votes or straw polls shall be taken in executive session. After the executive session, the Council shall return to open session and proceed by roll call vote with selection of an applicant to fill the vacancy. A majority of the Council shall constitute a quorum for purposes of filling a vacancy, and all appointments shall be made by majority vote of those present. In the event of a tie in the vote of the Councilmembers, the mayor may vote to break the

tie. If a vacancy is not filled after the first round of voting, the City Council may adjourn to executive session to discuss further the qualifications of the applicants, and then reconvene in open meeting to conduct another vote. In the event the City Council fails to appoint a qualified person to fill the vacancy within ninety (90) days of the occurrence of the vacancy, then the vacancy shall be filled by the Clark County Commissioners.

VI
Appointment

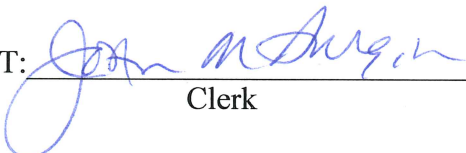
Once an applicant has received a majority vote, the oath of office shall be administered by an appropriately designated public official. After affirmation of the oath, the new councilmember shall be deemed appointed and may thereafter assume the duties and responsibilities of the position.

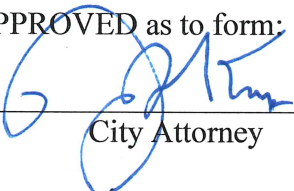
VII
Implementation

Whenever a vacancy occurs, the presiding officer of the City Council shall appoint an ad hoc committee consisting of two Councilmembers and the City Administrator to implement the procedures of this Resolution.

ADOPTED BY THE COUNCIL AT A REGULAR MEETING this 2nd day of May, 2011.

SIGNED: 
Mayor

ATTEST: 
Clerk

APPROVED as to form:

City Attorney