

## Council Meeting Staff Report

January 11, 2022

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<b>Agenda No.:</b>	B.
<b>Indexes (Council Goals):</b>	* 2021 Council Goal - N/A
<b>Presenters:</b>	County Council - Special Meeting
<b>Legislative File:</b>	15335-22

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### Title

Discussion and Possible Action on the Process for Filling the Councilor Vacancy.

### Recommended Action

**I move that Council approve the process for development of the interview questions as stated: \_\_\_\_\_.**

### Body

Councilor James Robinson submitted a letter of resignation effective January 1, 2022. According to the County Charter, Section 200.4: "When a vacancy occurs in the Council, the remaining Councilors shall appoint a qualified person to fill it for the remainder of the unexpired term. If the vacancy occurs within ninety (90) calendar days prior to the expiration of the term, no such appointment shall be made."

At the January 4, 2022 Council meeting, Council approved the procedure for filling the vacancy which is shown in Attachment A. Part of the procedure is to develop and approve interview questions. For that item, the Council Procedural Rules state: "When the recruiting process is complete, the County Council will appoint a committee to develop a set of interview questions specific to the elected office and that appropriately demonstrates the applicants' skills, knowledge and interest in the position; they may also address issues relevant to the Community. The draft set of interview questions will be reviewed, discussed and agreed on by Council in the public meeting prior to initiating the interview process." This item is to clarify how the interview questions will be developed and approve that process and schedule.

The Council Chair has proposed the following clarification to the interview question development process:

1. The Chair will appoint a subcommittee to develop interview questions
2. The subcommittee will prepare draft interview questions
3. The draft questions will be included as an attachment in the 1/25/22 Council agenda packet
4. As a preliminary step to the interview process at the 1/25/22 Council meeting, Council will review, amend if desired, and approve the interview questions.
5. Finalized questions will be printed and handed to each applicant and emailed to any applicant participating through zoom prior to the interview.

### Attachments

A - Portion of Council Procedural Rules Oct 2021