

January 3, 2023 Council Vacancy Calendar

Process Description	Day(s) of Process	Duration	Notes	Who
CM Vacancy	01/02	0 day	<i>Notice of vacancy of a Council Position (resignation/removal/recall/etc. *)</i>	CM
Charter appointment process initiated	01/03	1 day	<i>Per Charter – 20 days to fill the vacancy. Per SMC 3.93.010 – defines the application and forum process to fulfill the vacancy.</i>	City Council & OCC
Application Submission Period	01/03 – 01/09	7 days	<i>Proposed application period of one week (5 business days) for both candidates and community forum participants and facilitators. Advertise opening/process on City Council website. Application window closes on 01/09 at 5pm.</i>	OCC
Applications open	01/03	1 day		OCC
Applications close	01/09	1 day		OCC
Applications Review Period	01/10	1 day	<i>Review applications for completeness and prepare for distribution/posting to Councilmembers</i>	OCC/HR
Applications distributed to CMs	01/10	1 day	<i>Distribute applications to CMs; provide all qualified applicant submissions and accompanying documents</i>	OCC
Applications Review Period	01/11-01/13	3 days	<i>Review applications</i>	City Council
Meet with Applicants	01/16-01/17	2 days	<i>Optional: CMs, meet with applicants.</i>	City Council
Community Forum(s)	01/17-01/18	1-2 days	<i>Forum hosted by Community Group (In person/Virtual)</i>	City Council
Regular or Special CB/Council Meeting(s)	01/19 – 01/22	4 days	<i>Potential Executive Session(s) – Evaluate the Qualifications for Public Office Receive Public Comment, Hold Applicant Interviews and Presentations.</i>	City Council & OCC
Appointment Process Expiration	01/23	1 day+	<i>Per Charter – 20 days to fill the vacancy ends Final day to appoint. If the Council has not appointed an applicant to fill the vacancy by the end of the 20th day, the Council must continue to meet each business day until an appointment is made.</i>	City Council & OCC

Resources: [Council Vacancy - CityClerk | seattle.gov](https://www.seattle.gov/cityclerk/council-vacancy)

Notes:

**If the vacancy is the result of a Recall Election the process will initiate upon certification of the Election Results*