



SEATTLE CITY COUNCIL | POSITION 9

COUNCIL PRESIDENT SARA NELSON

To: City Councilmembers
From: Council President Nelson
RE: Position 8 Vacancy procedures
DATE: January 3, 2024

Colleagues, at yesterday's City Council meeting, City Clerk Scheereen Dedman provided an overview of the appointment process and we approved a tentative timeline. I'm summarizing her overview and sending relevant documents.

The City Charter gives the City Council 20 calendar days to fill a vacant Council position. This includes (1) soliciting applications from individuals who wish to serve in Position 8 as well as input from community groups that wish to participate in developing a public forum; (2) reviewing applications and community input; (3) publishing the applications; (4) interviewing candidates during the public forum; (5) conducting a public meeting to receive public comment on the candidates; and (6) appointing the new Councilmember by majority vote. The selection must be made by January 23. If not, the Council must meet each business day and vote on the appointment at least once per day until a candidate is selected.

Applicants must submit a resume and cover letter to the City Clerk. The City Charter requires applicants be a citizen of the United States, able to read and write the English language, a qualified elector of the State of Washington and a registered voter of the City of Seattle at least 120 days prior to filing the declaration of candidacy. Applicants must also complete the required financial interest statement form – which is posted on the City Clerk website and included as Attachment C – and provide their residential address to demonstrate eligibility.

Applications will be accepted via email to councilvacancy@seattle.gov as soon as notice of these requirements is publicly posted. Applications must be submitted before 5 p.m. PST on January 9. After that time, applications will no longer be considered.

Community entities that wish to participate in developing the public forum should submit a letter of interest to councilvacancy@seattle.gov indicating their capacity and relevant prior experience. Community entities that wish to provide general feedback on the forum's structure, questions to be posed to candidates, or accessibility considerations should complete a form posted on the City Clerk's [website](#). Letters of interest and general feedback must also be submitted by 5 p.m. PST on January 9. After that time, applications will no longer be considered.

If the volume of applications makes meeting all applicants at the public forum infeasible, we may exercise discretion and select specific finalists to appear. In that event, the Council would hold a special meeting on January 12 to evaluate the candidates in Executive Session and select finalists in open session.

We anticipate holding the public meeting on January 22 at which the Council will hear public comment on the applicants and interview them directly. The Council's vote to appoint an applicant would then occur on January 23.

The information above will be posted on the City Clerk's [website](#) today. Please let me know today if you have any additional feedback to assist this process. I look forward to working with each of you to ensure that we conduct a thorough and transparent process.

Regards,

A handwritten signature in blue ink that reads "Sara Nelson". The signature is fluid and cursive, with a long horizontal flourish at the end.

Sara Nelson
Position 9
Seattle City Council President

Attachments:

City Charter and Municipal Code Provisions

Adopted Timeline of Necessary Events

Financial Interest Statement Form, with associated Exhibit A