THE CITY OF
COLUMBUS
CITY COUNCIL

DATE: September 5, 2014
TO: All Columbus City Councilmembers
FROM: Council President Andrew J. Ginther
CC: Mayor Michael B. Coleman
City Attorney Richard C. Pfeiffer, Jr.
City Auditor Hugh J. Dorrian

SUBJECT: COUNCIL VACANCY: APPOINTMENT PROCESS AND TIMELINE

The purpose of this memorandum is to outline the process for appointing a new member to Columbus City Council upon the departure of President Pro Tem A. Troy Miller. Councilmember Miller has notified me that he will formally resign from Columbus City Council effective Friday, September 26, 2014.

In light of the many pressing matters before Council, filling the impending vacancy shall be a high priority so that Council may continue to effectively and efficiently dispatch the duties and responsibilities with which we are charged. Thus, it is necessary to establish a process and timeline to fill the vacancy in order to provide appropriate notice and guidance to the public, to encourage public participation in the appointment process, and to minimize the time the council seat remains vacant.

In an effort to help facilitate the appointment process in accordance with the public meeting requirements of the Columbus City Charter and Ohio Revised Code, I am proposing the following procedures and timeline, which are largely consistent with past practice. It is an objective, practical, and expedited approach which will ensure minimal disruption to the daily operation of the City and permit emergency action to be taken if warranted by exigent circumstances.

It has been the longstanding policy of City Council that departing members refrain from any involvement or influence in the process to choose their replacements. Therefore, presuming a majority of the remaining six members of Council agree with the prescribed process, the City Clerk will work with Council staff to immediately publicize and implement the following:

TIMELINE and PROCEDURES

Monday, September 8 – Friday, September 19, 12:00 pm

- Applicants must submit eight (8) copies of a **résumé and a narrative of no more than 500 words** describing the greatest challenges and opportunities facing Columbus. Application materials must be accepted and time-stamped by the office of the Columbus City Clerk located in City Hall, Room 231, 90 West Broad Street, Columbus, OH 43215 by **Friday, September 19, 12:00 pm**.

- Emails and facsimiles will not be accepted. No exceptions will be made.
- All information submitted by the applicants is considered public record and shall be made available upon request.

Monday, September 22 – Friday, September 26, 12:00 pm

- Councilmembers may, at their discretion, schedule individual interviews with applicants for the Council vacancy.
- In order to provide ample time to schedule these individual meetings, the City Clerk will provide copies of the application materials to members of Council upon submission, daily, beginning Monday, September 8, and continuing through the application deadline.

Friday, September 26, 5:00 p.m.

- After reviewing all application materials and conducting individual interviews at their discretion, each member of Council shall submit to the City Clerk the names of no more than three (3) applicants who shall receive further consideration. The City Clerk shall compile a list of all applicant names submitted who henceforth shall be considered finalists for the vacancy. The Clerk shall then share the names of finalists with all members of Council, immediately notify the finalists, and begin scheduling interview appointments.
- The names of applicants who will receive further consideration, and any associated communication, shall be made available in original form upon request.

Thursday, October 2, 8:30 am*

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of interviewing applicants. (Per 121.22 (G) of the Ohio Revised Code, a "majority of a quorum" of members of Council must decide "by a roll call vote" to hold an executive session.)
- Minutes shall be maintained by the City Clerk and no decisions or straw votes shall be permitted during executive session.
- Once the interviews are completed, councilmembers shall adjourn the executive session and resume the public meeting, which will subsequently be adjourned.
- Media and the public are free to attend the public portions of this meeting and may speak with any of the applicants before or after their interviews.

Friday, October 3, 8:30 am*

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of interviewing applicants. (Per 121.22 (G) of the Ohio Revised Code, a "majority of a quorum" of members of Council must decide "by a roll call vote" to hold an executive session.)

- Minutes shall be maintained by the City Clerk and no decisions or straw votes shall be permitted during executive session.

- Once the interviews are completed, councilmembers shall adjourn the executive session and resume the public meeting, which will subsequently be adjourned.

- Media and the public are free to attend the public portions of this meeting and may speak with any of the applicants before or after their interviews.

Monday, October 6, 4:00 pm

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of considering the appointment of a new member of Columbus City Council. (Per 121.22 (G) of the Ohio Revised Code, a "majority of a quorum" of the members of Council must decide "by a roll call vote" to hold an executive session.)

- Minutes shall be maintained by the City Clerk and no decisions or straw votes shall be permitted during executive session.

Monday, October 6, 5:00 pm

- Councilmembers will adjourn the executive session and resume the public meeting.

- The councilmembers shall then have the opportunity to nominate applicants for the vacancy and vote to appoint a new member.

- If a majority of councilmembers vote to appoint a nominee, he or she shall then be eligible to be sworn in under oath and take office pursuant to Sections 5 and 202-1 of the City Charter.

The process as prescribed will allow for the selection and appointment of a new member of Council who may be sworn in, seated, and prepared to vote in advance of the October 20 meeting of Council. Council will not meet on Monday, October 13, in observance of Columbus Day.

*All dates and times are subject to change with required public notice.