

DATE: November 17, 2017
TO: All Columbus City Council Members
FROM: Council President Zach Klein
CC: Mayor Andrew J. Ginther
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 to fill the vacancy in my unexpired term when I take office as city attorney on January 1, 2018.

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, it is necessary to establish a process and timeline to fill the vacancy.

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.

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. Consequently, I will not be participating in this process. Therefore, presuming a majority of the remaining 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, November 20, 2017 – Friday, December 1, 2017, 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, December 1, 2017, at 12:00 pm.**



**ZACH KLEIN, PRESIDENT | PRISCILLA R. TYSON, PRESIDENT PRO TEMPORE
ELIZABETH C. BROWN | MITCHELL J. BROWN | SHANNON G. HARDIN | JAIZA PAGE | MICHAEL STINZIANO**

CITY CLERK | ANDREA BLEVINS, CMC

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- 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, December 4, 2017 – Thursday, December 14, 2017

- Members of council who are participating in this process 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 distribute copies of application materials upon submission, daily, beginning Monday, November 20, 2017, and continuing through the application deadline.

Friday, December 15, 2015, 12:00 pm

- After reviewing all application materials and conducting any individual interviews, each member of council (other than me) 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 the finalists with all members of council (other than me), immediately notify the finalists, and begin scheduling interview appointments.
- The names of applicants who will receive further consideration, and any associated communications, shall be made available in original form upon request.

Monday, December 18, 2017, 12:00 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 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, council members 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.
- Additional dates for public meetings to enter into executive session for the sole purpose of interviewing applicants may be scheduled in order to accommodate council members’ schedules. Any such additional dates shall be properly noticed.

Monday, January 8, 2018, 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 to 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, January 8, 2018, 5:00 pm

- Councilmembers shall adjourn the executive session and resume the public meeting.
- The council members shall then have the opportunity to nominate applicants for the vacancy and vote to appoint a new member.
- If a majority of council members 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 January 22, 2018 meeting of council. Council will not meet on Monday, January 15, 2018, in observance of Dr. Martin Luther King, Jr. Day.

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