

## **Nomination and Election Process to Fill Positions on Boards, Commissions and Vacancies on Council**

### **Process Leading up to as Formal Nomination.**

#### **Step 1**

Council Members will be given a ballot where they are to write down their name and the top pick candidate they select. The Clerk will collect the ballots and tally the votes. At that time, the Clerk will report the vote. If a candidate has a majority vote, a winner is found.

**If no majority exists, proceed to Step 2.**

#### **Step 2**

A Council Member(s) may change his/her vote after the vote to create a majority. The Mayor or Presiding Member will ask if any Member wants to change his/her vote. If so, a new ballot will **only** be cast by the changing Member(s). A new count will be taken, using the process in Step 1, and the Clerk will report the vote. If a candidate has a majority vote, a winner is found.

**If no majority exists, proceed to Step 3.**

#### **Step 3**

Eliminate the last place candidate and submit the remaining candidates to the Council for a vote under Step 1 and proceed to Step 2 if necessary. If two last place candidates are tied, eliminate both.

**Continue the process until a winner is found.**

#### **Step 4**

##### **Final Nomination**

Once a final candidate has been selected, the Mayor or Presiding Member opens a nomination to appoint the chosen candidate to the position. The Mayor or Presiding Member looks to a Council Member who then seconds the motion. Thereafter, a vote occurs, and a majority approves of the appointment.

##### **Footnotes:**

- **This is to be implemented as a policy, not an ordinance.**
- **Using the process above, the meeting shall stay in session until a finalist is selected.**
- **Full transparency process that gives all candidates the option of being voted on at least once in a manner that avoids making individual elected officials orally vote for or against a candidate.**
- **While satisfying the State's Open Meeting Law, this procedure forces decisions to be made individually and not based on what other colleagues decide.**