

Policy 7.3.15 Appointment of Interim Councilmembers

POLICY PURPOSE:

The purpose of this policy is to promote transparency in the provision of a clear process for the City Council to appoint an interim Councilmember to serve on a temporary basis when a Councilmember is called to active military service. This policy is intended to provide processes in compliance with California Military and Veteran's Code Section 395.8.

POLICY STATEMENT:

1. In the event an absence from office is anticipated when a Councilmember must enter upon active military service pursuant to California Military and Veteran's Code, the City Council may appoint an interim Councilmember to serve until the discharge or release and return of the member who has been called to duty. If Council decides to make an interim appointment, it shall be processed as follows:
 - A. At an open and public, regular meeting, Council shall announce the interim opening.
 - B. At the meeting at which the announcement is made, Council shall set an application period for receiving applications and questionnaires from candidates for appointment.
 - C. Council shall hold an open and public meeting to interview all eligible candidates. The interview process shall be structured to allow the public to ask questions or provide comment during the applicants' interviews.
 - D. Council shall hold a public hearing to receive public comment prior to making the appointment.
 - E. Following the public hearing, the Mayor shall announce each candidate's name. Council will vote on each candidate. The candidate receiving the most affirmative votes will be appointed. Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, the Mayor would ask the city attorney to draw the name of the person to be appointed.

((Adopted: RTC #10-222 (August 31, 2010); Amended: RTC #19-0438 (April 4, 2019))

Lead Department: Office of the City Manager



CITY OF SUNNYVALE
APPLICATION / QUESTIONNAIRE FOR CANDIDATES FOR
APPOINTMENT AS INTERIM COUNCIL MEMBER

*The City supports its demographic diversity and encourages
 applicants from all groups to apply.*

Please print or type answers to all questions. Write N/A if not applicable.

Office Use Only

Date Received: _____

Voter Registration

Checked: _____

Form 700 filed: _____

General eligibility requirements: To qualify as a candidate for Interim City Council Member, a person must be 18 years of age, a Sunnyvale resident and must be a registered voter of the City. For more information, please contact the Office of the City Clerk at 408-730-7483, TDD 408-730-7501 or visit our website at Sunnyvale.ca.gov.

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1. Applicant Name: _____
 _____ Last _____ First
 _____ M.I.
 2. Current Residence _____
 _____ Street _____ City _____ State _____
 _____ Zip _____
 Mailing Address: _____
 (If different from above) _____ Street _____ City _____ State _____
 _____ Zip _____
 E-mail Address: _____
 3. Phone Number: (Home) _____ (Work) _____ (Cell) _____
 4. How long have you been a resident of Sunnyvale? _____
 5. Are you a currently-registered voter in Sunnyvale? _____ When was the last time you voted?
 Month _____ Year _____
 6. Do you have previous experience as a City Council Member? _____
 If yes, how much? _____ Terms served _____
 _____ Terms served _____
 7. Are you currently serving or have you served on a City of Sunnyvale board or commission? _____
 If yes, which one? _____ Term currently serving _____
 _____ Term previously served _____
 8. Why do you want to serve as an Interim Council Member?

 9. What skills or attributes can you bring to the City?

 10. Why are you the best candidate to serve as Interim Council Member?

11. Education: List college degrees and majors, and any relevant training or experience that demonstrates your ability to effectively serve the City.

12. Briefly describe your current or last occupation.

13. Have you attended a City Council, board or commission meeting? If so, please describe what you learned and what improvements you would suggest the City consider.

14. Describe your involvement in community activities, volunteer and civic organizations. **Do not list party affiliation, memberships or activities in partisan political organizations.**

15. The City has a Code of Ethics and Conduct for Elected and Appointed Officials and attendance requirements that elected and appointed members are required to follow. Do you have any concerns in these two areas? If so, please describe.

Please Note: Pursuant to the Americans with Disabilities Act (ADA), the City of Sunnyvale will make reasonable efforts to accommodate persons with qualified disabilities during the interview process. Should you require special accommodations, please contact the Office of the City Clerk at 408-730-7483 at least five days in advance of your scheduled interview.

IMPORTANT NOTICE

A City Council member is a public official. As such, it is necessary to provide contact information to the public. Please note that all information provided on this form becomes a public record after it is officially filed. Please do not include any information on this form that you do not want posted on the City's Web site and the City's official roster - Personal contact information will be redacted.

City Council Members and Candidates for Elective Office are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700), which are also a public record. A copy of this form is available in the Office of the City Clerk or by visiting www.fppc.ca.gov.

I certify under penalty of perjury that all statements I have made on this application / questionnaire are true and correct. I hereby authorize the City of Sunnyvale to investigate the accuracy of this information from any person or organization, and I release the City of Sunnyvale and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application / questionnaire will be cause for refusal of appointment.

THIS APPLICATION / QUESTIONNAIRE AND A STATEMENT OF ECONOMIC INTERESTS (FORM 700) MUST BE SIGNED, DATED AND RETURNED PRIOR TO THE DEADLINE SET BY COUNCIL.

Signature of Applicant

Date

Please return to: Office of the City Clerk, 603 All America Way, P.O. Box 3707, Sunnyvale, CA 94088-3707