## **Policy 7.3.15** Appointment of Interim Councilmembers

## **POLICY PURPOSE:**

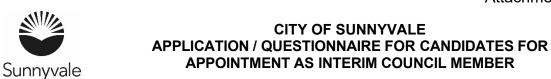
The purpose of this policy is to promote transparency in the provision of a clear process for the City Council to appoint an interim Councilmember to serve on a temporary basis when a Councilmember is called to active military service. This policy is intended to provide processes in compliance with California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



Attachment 3 | Page 2 of 3

Office Use Only

Date Received:	
Voter Registration	
Checked:	
Form 700 filed:	

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.

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.

_					
1.	Applicant Name:				
		Last		First	
2	M.I Current Residence				
۷.	Our ent Nesidence	Street	City	State	
	Zip		•		
	Mailing Address:	c) Ctroot	C:t.	Ctoto	
	(If different from abov Zip	e) Street	City	State	
	E-mail Address:				
3.	Phone Number:	(Home)	(Work)	(Cell)	
4.	How long have you b	een a resident of Sunnyva	le?		
5.	Are you a currently-re	gistered voter in Sunnyval		s the last time you Year	
6.	Do you have previous If yes, how much?	s experience as a City Cou	Terms served		
7.	Are you currently service of the ser	ving or have you served or	n a City of Sunnyvale board of Term currentl Term previou		
8.	Why do you want to s	serve as an Interim Counc			
_					
9.	What skills or attribute	es can you bring to the Cit	y?		
10	. Why are you the be	st candidate to serve as In	terim Council Member?		

Attachment 3 Page 3 of 3

<ol> <li>Education: List college degrees and majors, and any relevant training or experience that demonstrates your ability to effectively serve the City.</li> </ol>
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.
<b>Please Note</b> : 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 408-730-7483at 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 <a href="https://www.fppc.ca.gov">www.fppc.ca.gov</a> .
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