

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

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### **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, ~~or in the event a vacancy is created by the death or involuntary removal of a member from office within the last 180 days of their term.~~ This policy is intended to provide processes in compliance with ~~City Charter Section 604 and~~ 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. ~~In the event a vacancy is created by the death or involuntary removal of a member from office where the unexpired term of the deceased or removed member does not exceed one hundred eighty days, the City Council may appoint an interim Councilmember to serve the remainder of the term vacated. In either case, 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. ~~In the event the opening is created by the death or involuntary removal of a member, the Council shall officially declare the seat vacant.~~
  - 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 the method by which voting will take place in accordance with the number of candidates. If there are five or more candidates for the interim opening, the appointment process shall be conducted by instant runoff voting.
    - (I) If there are less than five candidates, 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.

## COUNCIL POLICY MANUAL

- (II) If there are five or more candidates, the Mayor shall ask each Councilmember to rank the candidates from first choice to last choice on a written ballot. The Mayor may choose to recess the meeting while the City Clerk counts the ballots. If one candidate receives four or more first-choice votes, that candidate shall be declared to be elected. If not, and one candidate has received the fewest first-choice votes, that candidate shall be eliminated, with his or her votes reassigned to the voters' second-choice candidates. If multiple candidates have tied for the fewest first-choice votes by receiving only one vote each, they shall be eliminated and their votes reassigned in the same manner. If multiple candidates have tied for the fewest first-choice votes by receiving two votes each, whichever one of them has received the fewest second-choice votes shall be eliminated and the votes reassigned. If multiple candidates have tied for the fewest first choice votes by receiving two votes each, and have the same number of second-choice votes, the clerk shall call for a tiebreaker vote between those candidates, with the loser of the tiebreaker being eliminated and having his or her first-choice votes reassigned. The counting process shall continue until one candidate has at least four votes and is declared to be elected. The City Clerk shall announce the result of the voting.

~~2. Pursuant to the Charter, if the Council fails to fill the interim vacancy created by the death or involuntary removal of a member within the sixty-day period, the City Council shall call a Special Municipal Election for the purpose of filling the vacancy. The Special Municipal Election shall be held within one hundred and twenty (120) days from the date the Council declares the vacancy to exist. If a general municipal or statewide election is scheduled within one hundred and eighty (180) days from the date the vacancy is declared, the Special Municipal Election shall be consolidated with the general or statewide election.~~

((Adopted: RTC #10-222 (August 31, 2010))

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: \_\_\_\_\_

Residency

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) 730-7595, TDD (408) 730-7501 or visit our Web site at: [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov).

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1. Applicant Name: \_\_\_\_\_  
M.I. \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_
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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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11. Education: List college degrees and majors, and any relevant training or experience that demonstrates your ability to effectively serve the City.

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12. Briefly describe your current or last occupation.

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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.

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

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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.

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**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) 730-7595 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.**

**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](http://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

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