

MEMO

Office of the City Clerk



DATE: December 9, 2014
TO: Honorable Mayor and Councilmembers
FROM: Donna Norris, City Clerk *DN*
SUBJECT: Appointment Processes

In the event the Council chooses to make an appointment to fill the City Council Seat 4 vacancy, I have attached for your information and consideration two documents that outline the history of processes used for past City Council appointments.



-APPOINTMENT PROCESS – INTERIM CITY COUNCILMEMBER

On August 4, 2009, the Council approved the following appointment process for selecting an Interim City Councilmember to fill Council Seat #2 until John McCann returns from military leave.

1. Applications will be available online from August 7 through August 31, 2009, at www.chulavistaca.gov and at the City Clerk's office.
2. The City Council determined opening and closing dates for applications as August 7, 2009 and August 31, 2009, after which applications will not be accepted.
3. Each applicant must submit to the City Clerk a completed application, including an Economic Interests Disclosure form and a resumé by 5:00 p.m. on August 31, 2009.
4. After August 31, 2009, all applications and resúmes will be forwarded to the Mayor and City Council.
5. The Mayor and City Council will submit an unrestricted number of name/s of applicants they want to interview by a deadline stated when applications and resúmes are forwarded to them.
6. The Mayor and City Council will submit in advance of interviews the question/s that they would like asked of the applicants.
7. Applicants receiving two or more nominations will be scheduled for interviews.
8. Applicants will be interviewed in a City Council meeting in the Council Chambers on a date selected by the City Council.
9. When interviews have ended, the City Council will deliberate in a public meeting until an applicant receives at least three votes.

DISCUSSION

In the past twenty-five years, the Council has been called upon to appoint a councilmember five times. The process used for each appointment has varied.

1981 Process – In 1981, the Council voted to take applications for one week. The application consisted of the submission of a resume to the Clerk. Twenty-six applications were received and a special council meeting was called to screen the applications. The Council took a series of votes until there were eight candidates remaining. Council agreed upon six questions to be provided to the applicants prior to the interview. The interviews were held one week later. At that meeting, the Council took a series of votes until they came to a unanimous decision.

1991 Process – In the meeting following Councilman Nader's election as Mayor, during Council comments, there was a discussion regarding the process to fill the vacancy created by Nader's election as Mayor. The Council voted to accept applications for a sixteen-day period. Interviews were held ten days after the application period closed. After the interviews were held, the Council voted in successive ballots until a candidate was selected.

1994 Process – There is no available record of how the process for this appointment was decided upon. Applications were received and each Councilmember chose three applicants for interviews. During the interviews, the applicants were to remain outside until after their interview and each Councilmember was free to ask any questions.

1995 Process – The Council discussed the process during Councilmember comments and voted to post the vacancy for a ten-day period. The Council held a special session the day following the closing of the application period and decided to interview all who had applied. Each applicant was given three minutes to speak to the Council. Interviews were scheduled for a meeting held four days later. Each Councilmember submitted five names to the Clerk and each applicant receiving two or more votes was invited back for an interview. At the beginning of the special meeting held to conduct the interviews, the Council decided each applicant would be given fifteen minutes. At the end of that meeting, the number of applicants had been reduced to six. A special meeting was held the next week to interview the remaining six applicants. Again, each applicant was given fifteen minutes to address the Council (a five-minute presentation and ten minutes for questions).

2005 Process – Council held a special meeting to declare the vacancy on the Council. Applications were received for one week and then the City Council submitted to the City Clerk the applicants that the member wanted to interview. The candidates that were selected by at least two Councilmembers were interviewed by the City Council. The Council had a special meeting to interview and select an appointee. The applications included a resume, information on potential conflicts of interest, and one to two letters of recommendation.

Charter Review Commission

Process For Selecting Districting Commission Members

May 28, 2014

A. Initial Screening: Getting from 25 to 15

1. Each Commissioner reviews all applications and ranks the applications in order of most-qualified (i.e., 1-25). Review must be based on the four criteria specified in the Charter and Ordinance:
 - a. Relevant knowledge/Demonstrated analytic ability
 - b. Demonstrated ability to serve impartially in a non-partisan role
 - c. Experience in public communication/outreach
 - d. Experience in civic and/or volunteer activities in City of Chula Vista

Consideration must also be given to geographic, ethnic, racial and gender diversity.

2. Each Commissioner submits its rankings (1-25) to the City Clerk for compilation.
3. The City Clerk compiles the rankings to determine the top 15 to move on to the next round. (**For example:** If “1” is the highest rank and “25” is the lowest, the 15 candidates with the “lowest” point totals would be selected.) The City’s Human Resources staff reviews the compiled results for diversity analysis.
4. The Charter Review Commission convenes a public meeting. City staff presents results of rankings and makes recommendations as to whether the list of 15 should be expanded based on the Human Resources staff’s diversity analysis.
5. The Charter Review Commission considers staff’s recommendations and determines the final list of applicants to be interviewed.

B. Interview Process

1. Public Meeting. Interviews shall be held over two noticed public meetings. Each of the final applicants (the top 15, or more if list is expanded pursuant to A., above) shall be invited to interview during one

of the meetings. These shall be the candidates for appointment to the Districting Commission.

2. Candidate Statement.

- i. Each candidate will be invited to make a statement to the full Commission, which will be considered by the Commission in evaluating the candidates based on the criteria set forth in A.1., above.
- ii. The Commission shall be allotted five minutes to give their statements. Candidates will be asked to include within their statements a response to the following question: "Why do you want to be on the Districting Commission?"
- iii. Commissioners may ask follow-up questions immediately following each candidate's statement (follow up questions should be for clarification purposes only).
- iv. As a courtesy, candidates will be asked to wait outside during the statements of other candidates.
- v. Participation in this interview process is mandatory. If a candidate does not attend the public meeting, the candidate will not be given further consideration for inclusion in the Districting Commission. Notwithstanding the foregoing, if a candidate is unable to participate in the interview process due to unforeseen or emergency circumstances, the candidate may request that the Commission waive the interview requirement. The Commission shall consider all such requests and, by majority vote of the Commission, may waive the interview requirement and allow the candidate to continue to be considered for inclusion in the Districting Commission.

3. Public Comment. A public comment period will be permitted at each meeting after all candidate statements are concluded (public comment will be limited to 3 minutes per person).

C. **Charter Review Commission Selection of 10 from list of 15 (or more)**

1. After the conclusion of the second public meeting, each Commissioner will be given the opportunity to vote for five candidates on a voting sheet, which shall be handed to the City Clerk and tabulated.
2. Each candidate that receives four or more votes will be included in the pool of ten.
3. The Commission will repeat the voting process until ten candidates are selected. (For example, if after first round of voting, two are selected and eight openings remain, in the second round, each

Commissioner would vote for another five candidates, and so on until ten are selected. If two openings remain, each Commissioner would vote for another two candidates.)

4. The Charter Review Commission members should keep in mind the overarching diversity goals diversity when selecting the candidates for the pool of 10.

D. City Clerk Random Selection of First 4 (out of 10) DCs

1. Once there are ten candidates, the City Clerk shall randomly select four candidates from those ten. (She will probably draw names “out of a hat.”) This shall be done at the meeting immediately following the selection of the pool of ten.
2. The City Clerk will administer the oath to the four selected candidates.

E. Districting Commission Selection of Final 3 (out of remaining 6) DCs

The Districting Commission will undertake the process of selecting three additional members from the remaining six candidates.