

# City Council Appointment Timeline

Adopted and amended at the June 4, 2024, Committee of the Whole special meeting and Council meeting

DATE	ACTION
<b>Tuesday, June 4, 2024</b>	City Council discussion of process and selection criteria during Committee of the Whole
<b>Tuesday, June 4, 2024</b>	City Council makes a motion to direct the City Manager to have staff initiate the process to accept applications for appointment to the City Council for a term to expire December 31, 2025 at the Council meeting
<b>Tuesday, June 4, 2024</b>	Mayor announces that applications will be accepted from Thursday, June 6, 2024, through Monday, June 24, 2024, by 12:00 Noon, and that candidates will be expected to address the City Council at the council meeting of Tuesday, July 9, 2024 <i>(to be held in Chambers, via Zoom, and broadcast on TV Tacoma)</i>
<b>Thursday, June 6, 2024</b>	Advertise notice of position for two consecutive weeks and post application on City website
<b>Monday, June 24, 2024</b>	12:00 Noon application deadline
<b>Monday, June 24, 2024</b>	Clerk's Office sends list of candidates to City Council
<b>Tuesday, June 25, 2024</b>	Clerk's Office provides City Council packets containing all application materials, and posts all applications on City website
<b>Tuesday, July 2, 2024</b>	City Council holds executive session* following study session to discuss qualifications of candidates; City Council may consider motion(s) at council meeting to narrow the number of applicants for final consideration if necessary
<b>Tuesday, July 9, 2024</b>	Final candidates address City Council at the council meeting <i>(held in Chambers, via Zoom, and broadcast on TV Tacoma)</i> , City Council holds executive session* to discuss qualifications of candidates
<b>Tuesday, July 16, 2024</b>	City Council considers motion(s) at the council meeting to appoint an individual to fill the position, notification of results provided to all applicants
<b>Wednesday, July 17- Tuesday, July 23, 2024</b>	Swear in newly appointed Council Member

\* **RCW 42.30.110(1)(h)** provides that an executive session may be held to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.