

## **OVERVIEW OF PROCESS**

### **Ypsilanti City Council Ward 2 Appointment**

1. Propose and agree to timeline and process (During 12/19/2023 Regular Meeting)
2. City Clerk will send out press release and publicly post timeline, process, and application materials. Send directly to any persons already having expressed interest in the position. Materials to be posted by 5pm on Wednesday, December 20. Include or reference in these materials:
  - a. Vacancy has occurred for Ward 2 seat
  - b. City Council member duties, expectations, and compensation.
  - c. Basic requirements of candidates (age, residency)
  - d. Candidate Application form
  - e. Overview of Process and Summary of Timeline
3. Application packets to be turned in by 4 pm on Thursday, January 4, 2024 to City Clerk, either in person or in hard copy at City Hall or electronically to City Clerk. Clerk will confirm receipt of application in writing via email.
4. City Clerk will verify identity and eligibility of each candidate. (*Affidavit of Identity*)
5. Clerk will compile all applicant materials and distribute to Council members by 5pm on Thursday, January 4, 2024. Council application materials will also be made available for public viewing on the city's website and at the City Clerk's office. Council Members will review materials and make selections for interview.
6. Council will inform the Clerk's Office their preferred top three applicants to interview. The City Clerk will communicate to all applicants whether they have been selected for an interview.
7. Council members can submit up to 2 questions to be asked of all candidates by 5 pm Monday, January 8, 2024. The Clerk will compile these and make a list of a total 12 questions for all candidates to be prepared to address during their interview.

## SUMMARY OF TIMELINE

### Ypsilanti City Council Ward 2 Appointment

<b>Tuesday, December 19, during Council</b>	Council decides on process & timeline
<b>Wednesday, December 20, 5 pm</b>	Council candidate application packet/information released
<b>Thursday, January 4, 4 pm</b>	Deadline for Council candidate application materials
<b>Thursday, January 4, 5 pm</b>	Compiled candidate application materials distributed to Council and posted for public
<b>Monday, January 8, 5 pm</b>	Deadline for Council members to submit interview questions to Clerk
<b>Friday, January 12, 5 pm</b>	City Clerk informs Council of ranking results, including top 3 candidates
<b>Thursday, January 18, 6 pm</b>	Council will hold Special Meeting to interview and possibly vote on choice among top three candidates.
<b>Thursday, January 23, 6 pm</b>	Council will deliberate and vote on choice among top candidates. New Council member sworn in.

8. Candidates selected for interviews will come before Council at 6 pm on Thursday, January 18th. Each candidate will have 1 minute to introduce themselves, and then one minute each to address the question. Council may deliberate and appoint during that meeting.
9. If needed Council will vote at its Regular Meeting of Tuesday, January 23rd. Deliberation will conclude when voting is complete. Council member appointee is confirmed when there are 4 of the 6 votes voting for a candidate in the affirmative.