

District 4 City  
Councilmember  
Vacancy

# City Council Actions

**A**

**Select the Date and Time  
for Interviews**

**B**

**Interview and Appointment  
Process-Related Actions**

# Schedule Council Meeting for Interviews

- ◇ Considerations:
  - ◇ Deadline to make the appointment: 4/11/2024
  - ◇ Estimated time required for the meeting: 2 – 4+ hours depending on length of interviews

# Interview and Appointment Procedures

1. Interview alternative if a candidate cannot be present
2. Interview questions
3. Procedure for interviews
4. Procedure for nominations

# 2023 Procedure for Interviews

1. Mayor described proceedings with finalists present
2. CVMC 2.53 calls for public comments to be accepted at this step
3. Finalists gave cell phones to the City Clerk and waited in the lobby
4. Each finalist was called for an interview
  - ◇ 2023: ~20 minutes each, with 3-minute introduction, 2 questions from each Councilmember, and 2-minute closing
  - ◇ Option: ~10 minutes each, 2-minute introduction, 1 question from each Councilmember, and 1-minute closing
5. After the interview, the finalists collected their cell phones from the City Clerk and were allowed to remain in Council Chambers
6. Public comments were accepted after all interviews and before deliberations began (*this step is required under CVMC 2.53*)

# 2023 Procedure for Appointment

1. In a pre-determined seniority rotation, Councilmembers nominated a candidate for appointment and allowed for a second of the motion
  - ◇ Option: Order could be Mayor McCann, Deputy Mayor Gonzalez, Councilmember Chavez, and Councilmember Preciado
2. The nominations and seconds were held without action until all made a nomination
3. Nominations that received a second were taken up for a vote in the same order. If the motion failed, the following motion and second in the rotation was voted upon.
4. Process was repeated until all initial motions were considered. Since no motion passed, the rotation began again with the Mayor making a motion.
5. The first affirmative vote of three Councilmembers resulted in the appointment being made.
6. City Clerk administered the newly appointed Councilmember their oath of office, and they took their seat on the dais.