



# DRAFT COUNCIL APPOINTMENT PROCESS

## Position #2

### Process and Timeline

<b>Wednesday, Nov. 25, 2020:</b>	Application information and forms posted on City of Olympia website.
<b>Friday, Dec. 11, 2020, 5:00 p.m.:</b>	Application deadline (must be received, not postmarked)
<b>Tuesday, Jan. 5, 2020 (and Jan. 6 if needed):</b>	Applicant interviews (televised/Zoom).
<b>Tuesday, Jan. 5, 2020 (and Jan. 6, if needed):</b>	Target date for appointment action. Allows for the new Councilmember to be selected in time to participate in the City Council's annual goal-setting retreat on January 8-9, 2020.

Interviews and Council deliberations about the appointment must be held in a meeting open for public attendance. The City Council may convene into executive session only to discuss candidate qualifications (RCW 42.30.110(1)(h)).

### Minimum Requirements

Applicants must meet the minimum requirements in state law for Councilmembers, RCW 35A.13.020 and [RCW 35A.12.030](#):

- Residence within the Olympia city (corporate) limits for a minimum of one year at the time of appointment;
- Valid Washington State voter registration at the time of application;
- 18 years of age or over;
- Not an employee of the City of Olympia at the time of appointment.

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### Desired Experience and Qualifications

- A demonstrated interest and involvement in the Olympia community.
- The ability to work effectively with others, reach consensus, and build trust and interpersonal contacts on behalf of the City.
- The ability to evaluate and work toward resolution of complex legislative or regional issues involving special interest groups.
- The ability to effectively represent the Council's and community's interests on controversial policy issues in spite of differing personal interests.
- The ability to portray fairness, caring, professionalism, and service on behalf of the City.
- High personal standards with a demonstrated history of actions consistent with local, state, and federal laws regarding personal and business activities.
- The time and interest to devote a minimum of 15-20 hours weekly to Council business; and the willingness and ability to attend scheduled early morning, lunch, and evening meetings and community events on behalf of the City.

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## Other Considerations

### To be considered, an applicant must:

- Meet minimum qualifications set by state law.
- File a completed and signed application and all requested attachments by the deadline.

After completing the initial interviews, Council will decide the next steps in the process, such as whether to:

- Select an individual that evening.
- Develop a short list of applicants for a second round of interviews.
- Solicit additional applicants.

***The City Council has up to 90 days to make an appointment. If an appointment is not made within 90 days, the decision rests with the County Board of Commissioners (per RCW 42.12.070).***

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## Responsibilities

The Olympia City Council serves as the community's legislative body, which is responsible for approving ordinances and resolutions, and establishing City policy.

Olympia City Councilmembers represent the community at-large, not designated districts. The City Council hires the City Manager, Hearing Examiner and Police Auditor. The Council also appoints members to various advisory committees, boards and commissions.

The City Council's regular meetings are usually on Tuesday evenings at 7:00 p.m. in the City Council Chambers, 601 4<sup>th</sup> Avenue East. Some weeks there are also study sessions and Council committee meetings starting at 5:00 p.m. Under Governor Inslee's Stay Home, Stay Healthy Order, the Olympia City Council's regular meetings are usually on Tuesday evenings at 5:30 p.m. on the Zoom platform. The Olympia City Council generally does not meet when there is a 5<sup>th</sup> Tuesday in the month or during vacation weeks identified by Council at its annual retreat.

Councilmembers serve on one or two Council committees and as liaisons of the Council on numerous interjurisdictional boards. Councilmembers also represent the City at various community functions.

Anyone interested in this appointment must be willing to devote a considerable amount of personal time during the work week, evenings, and weekends to fulfill these responsibilities.

## Proposed Interview and Selection Process

### Option One (12 Applications or Less: All qualified applicants interviewed)

**Dec. 15 – Executive Session: Councilmembers discuss candidate qualifications**

#### **Jan. 5 – Proposed Schedule:**

5:00 pm	Finalize questions for first and second round interviews (no candidates)
5:30 pm	Council welcomes all candidates – draw for spots in groups
5:30 – 6:30 pm	Panel interview – group 1
6:30 – 6:40 pm	Break
6:40 – 7:40 pm	Panel interview – group 2
7:45 pm	Initial sorting (vote)
	Interview top candidates second time
	Council deliberation and decision (in open public meeting)

#### **Proposed Interview Process:**

Mayor Selby manages process

1. Interview group 1 – pre-selected questions
2. Interview group 2 – pre-selected questions
3. Candidates will be asked to limit responses to two minutes. A timer will be used.
4. Initial vote – not final selection – sort out top candidates (in open public meeting)
5. Three votes per Councilmember (only one vote per candidate, must cast all three votes)

Based on results top candidates

### Option Two (More than 12 applications: Interview the top 10)

**Dec. 15 – Executive Session: Councilmembers discuss candidate qualifications**

#### **Jan. 5 – Proposed Schedule:**

5:00 pm	Finalize questions for first and second round interviews (no candidates)
5:30 pm	Council welcomes all candidates – draw for spots in groups
5:30 – 6:30 pm	Panel interview – group 1
6:30 – 6:40 pm	Break
6:40 – 7:40 pm	Panel interview – group 2
7:45 pm	Initial sorting (vote)
	Interview top candidates second time
	Council deliberation and decision (in open public meeting)

#### **Proposed Interview Process:**

Mayor Selby manages process

1. Interview group 1 – pre-selected questions
2. Interview group 2 – pre-selected questions
3. Candidates will be asked to limit responses to two minutes. A timer will be used.
4. Initial vote – not final selection – sort out top candidates (in open public meeting)
5. Three votes per Councilmember (only one vote per candidate, must cast all three votes)

Based on results top candidates

