



## CITY COUNCIL AGENDA ITEM

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Date: November 6, 2014

To: Troy City Council

From: Brian Kischnick, City Manager  
M. Aileen Bittner, City Clerk  
Lori Grigg Bluhm, City Attorney

Subject: Procedure for Filling Vacancy In Office (Introduced by Lori Grigg Bluhm, City Attorney)

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Councilman Fleming's successful election as an Oakland County Commissioner will require him to resign his position as a City Council member. This resignation must occur prior to Mr. Fleming's assumption of duties as a Commissioner in January, 2015. Section 6.7 of the City of Troy Charter allows the remaining six members of City Council 30 days to appoint a new City Council person to fill the term until the next election, which occurs in November 2015. At that time, there will be an election to fill the remainder of the term, which expires in November 2017. In 2012, City Council created a process for filling a vacancy in elected office, and City Administration recommends this same process be followed.

### Recommendation

City Administration recommends the following procedure be followed for filling the anticipated vacancy in office created by the November 2014 election of City Councilman Wade Fleming to the Oakland County Board of Commissioners.

- **November 11, 2014-** Persons desiring to be considered for appointment should submit an application to the Troy City Clerk on or before Monday, November 24, 2014 at 12 pm (noon). City Administration will place a notice on the City's webpage, will distribute a press release with the required qualifications, application process and deadlines, and will officially publish the notification. Upon the request of the applicants, the applications will remain confidential unless and until the applicant is selected for an interview.
- **December 1, 2014-** The remaining members of the Troy City Council will individually review all of the applications in advance of the meeting, and submit their individual choices for the top 5 candidates. In a study session format, the individual choices of the Council members will be narrowed down to select candidates to proceed to an interview for the anticipated vacancy.
- **December 15, 2014-** It is expected that City Council would take action to accept Councilman Fleming's resignation towards the end of this regularly scheduled meeting. Subsequently, the remaining City Council members will interview the remaining candidates, and select a new City Councilperson, who would serve from December 15, 2014 until the term expiration of November 9, 2015.

City of Troy  
City Clerk's Office  
500 West Big Beaver  
Troy, Michigan 48084  
(248) 524-3316



(RETURN COMPLETED APPLICATION TO ABOVE ADDRESS)

**APPLICATION FOR CITY COUNCIL**  
**APPLICATIONS DUE TO THE CITY CLERK BY NOVEMBER 24, 2014 at NOON**

Thank you for your interest in serving on City Council. The purpose of this form is to provide the Mayor and City Council with basic information about applicants considered for appointment.

**(PLEASE PRINT OR TYPE)**

Name (Mr/Mrs/Ms): \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip \_\_\_\_\_  
How long have you lived continuously in the City of Troy? \_\_\_\_\_ E-Mail: \_\_\_\_\_

Are you a registered voter in the City of Troy? Yes  No   
Are you affiliated with any political party? Yes  No   
Are you a graduate of Troy's Citizen Academy? Yes  No

**(Verified by Clerk's Office)**

Are you related to an elected official or employee of the City of Troy? Yes  No

Insert your relationship to elected official or employee of the City of Troy: \_\_\_\_\_

Have you ever been convicted for anything other than a minor traffic violation? Yes  No

City Administration utilizes electronic methods to disseminate information for meetings. Are you able to take advantage of electronic documents (email, Internet access, home computer)? Yes  No

Professional Qualifications and/or Work Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Activities and/or Other Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Educational Background: \_\_\_\_\_

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References (Please list name and address): \_\_\_\_\_

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Indicate reasons for desiring to serve: \_\_\_\_\_

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Applicant's Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- Confirmed voter status                       Confirmed current *Full Disclosure Statement* on file
- Confirmed compliance with applicable federal, state and local statutes

Confirmed by: \_\_\_\_\_