

Application Review Process Conducted by the City Council on May 11, 2017

Establishment of Speaking Order:

- All candidates must be present in the City Council Chambers at 6:00 PM and introduce themselves to Denise Chisum, City Clerk. She will be positioned at her desk in front of the City Council Dais.
- Each applicant will draw a number from the box indicating their order of presentation to the City Council later that evening.
- The City Clerk will establish the speaking order list based upon the lottery drawing and present that list to the Mayor and City Council .

Speaking to the City Council as an Applicant:

- Each applicant will be called upon to speak for a five-minute period by the Mayor in the same order as established by the City Clerk
- A five-minute timer will be set for each individual. A count-down clock will be shown on the screen to help the applicant stay within the time limit.
- The comments are to be made **without the assistance of visuals**, such as a PowerPoint slide or overhead projection.

City Council Questions to the Applicants:

- Upon completion of the five-minute presentations by all applicants, the Mayor will conduct a question/answer period between the City Councilmembers and the applicants.
- In total, there will be a 60 minute period allotted to City Council questions and applicant responses.
- The City Councilmembers will ask their questions as briefly and succinctly as possible to allow time for the respondent.
- The City Councilmembers' questions will be directed for a single designated applicant; a group question to all applicants consumes meeting time and may diminish the availability of questions for other Councilmembers.
- Applicant responses will be limited to a three-minute period.
- The Mayor will declare the question and response period completed, when appropriate.

City Council Selection Process:

- Upon completion of the question and response period, general discussion may occur regarding the merits of the applicants.
- Following deliberation, the Mayor will ask for nominations. A City Councilmember may nominate one of the applicant participants as the next District 4 Councilmember. (Staff will have a sample motion available in writing in the packet form.) Upon hearing no further nominations, the Mayor will declare nominations are closed.
- The Mayor will conduct a roll call vote based upon the motion or motions made to nominate an applicant.

- If there are not 4 votes for a single applicant, only the applicants with the two highest total votes will remain as eligible applicants for nomination. The Council will continue voting until a single applicant receives 4 votes.
- The applicant receiving four affirmative votes from the City Council will be named as the District 4 Councilmember to serve a term to expire in April 2018.