

From: [Hillary Shields](#)
To: [Beto Lopez](#); [Bill Baird](#); [Clerk](#); [Cynda Rader](#); [Faith Hodges](#); [Hillary Shields](#); [John Lovell](#); [Mia Prier](#); [Trish Carlyle](#)
Cc: [Brian Head](#); [Jina Bellamy](#); [City Manager's Office](#)
Subject: Rules Committee Recommendation as to Process to Fill Vacancy
Date: Thursday, December 19, 2024 12:46:30 PM

Good afternoon,

The Rules Committee met today to discuss the process for filling the vacant Council seat in District 4. I am including our recommendations below, which I understand will be placed on the agenda for our January 14th Council meeting. I wanted to provide this information well in advance so that everyone would have time to review and be prepared to discuss the same at the meeting.

Our goal as a committee was to create a fair and transparent process with the opportunity for community involvement as well as input from Councilmembers. Full notes from our meeting are at the end of this email, a brief summary is below:

- An open application process including an in-person application certifying legal eligibility and an on-line form with open ended questions about experience and priorities
- After the close of the application period, there would be a special session of the Council with a candidate forum.
- Councilmembers would have the opportunity to submit questions in advance to be asked at the public meeting, similar to the style of the Chamber of Commerce Candidate Forums.
- We would also provide a public comment opportunity after the candidates have spoken for members of the public to ask additional questions or voice their support for a candidate.
- Councilmembers would then have the opportunity to nominate candidates and a vote would be held.
- If no candidate achieved a majority, the candidate with the least number of votes would drop out and voting would be repeated until one candidate had a majority.

I look forward to discussing this at our next council meeting and I am happy to answer any questions in the meantime if my notes are not clear.

Thanks,
Hillary

PROPOSED PROCESS:

Rules recommendation to Council, Council determines final process – January 14

- note: joint session with Parks Board

- make official call for applications

Application Period - January 15-22 (excluding Jan 20th holiday)

- public announcement, publication and call for candidates
- In-person application for legally required information
- Online Application for additional information
 - Similar to boards / commissions application with write up of experience, interest, priorities
 - Questions for application (these are based off of the questions on the last Chamber of Commerce candidate questionnaire and committee discussion):
 - What compelled you to run for Lee's Summit City Council?
 - What are the three top issues/concerns you have as a candidate for City Council and why?
 - The City Council will have the opportunity to play a key role in the City's major economic development projects. What are your thoughts on the incentive policies that have been adopted?
 - As a potential elected official, what policies would you support to encourage new investments to increase our current commercial base?
 - Attainable housing is not only an issue facing Lee's Summit, but regionally as well. How should the city of Lee's Summit address this growing issue?
 - What steps should Lee's Summit take to properly prepare for the 2026 World Cup?
 - What type of community engagement, organizations or public service positions have you been part of or involved in during the last five years?
 - Discuss the role of the Strategic Plan and Comprehensive Plan in the City Council's decision-making process and how you would incorporate these documents into your thinking.
- After close of application period, written applications shall be provided to all

Councilmembers for review.

Public Meeting – tentative date January 28

- Council special session
 - Candidate Screening Forum:
 - Moderation by Mayor (similar to public hearings)
 - Opening statement – **2 minutes per candidate**
 - Questions – same to each candidate, alternating who speaks first, **1 minute answers**
 - Questions submitted by Councilmembers **during the application period**
 - Questions reviewed, consolidated by Mayor - **Maximum of 6 questions**
 - Closing statements – **2 minutes per candidate**
- ***Short recess for public to figure out speakers, provide public comment process information first*****
- Public Comment – General Questions – **max 1 minute per person**
 - Public Comment – Support - **max 5 minutes per candidate total, to be split among all persons wishing to speak**
 - Additional questions or discussion by Council – **limit to 30 minutes**
*****Recess for Council to deliberate.*****
 - Voting
 - Councilmembers or Mayor may offer nominations and speak briefly in support of their candidate. Seconds are not required.
 - Mayor and remaining Councilmembers vote.
 - Majority required (5 votes).
 - If no candidate gets a majority, the lowest vote total candidate shall be removed from consideration for next round of voting

NOTE: Term to expire in April 2026

Hillary Shields, City Councilmember

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