

Council Vacancy Candidate Application and Selection Process

Public Notification and Application

- The City shall cause the publication of a public notice announcing the vacancy and calling for applications via publication and electronic means.
- Candidates shall be required to provide an in-person application for legally required information.
- Interested persons shall complete an online application for additional information.
 - This application shall be similar to the boards / commissions application with write up of experience, interest, priorities.
 - The application shall also include additional questions based off 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.
- **The application period shall close on January 29, 2025, at 5pm**

Exhibit “A”

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- After close of application period, written applications and all electronic applications shall be provided to each Councilmembers for review.

Section Process – Narrowing applications

- **At the next regular Council meeting after the close of the application period [February 4] the Council shall make reasonable efforts to come to a consensus to narrow the pool of applicants to a maximum of 5 candidates to be considered at the next session of the Council**

Selection Process -Public Meeting – tentative date February 11

- The City Council shall hold a special session
- Each candidate wishing to be considered for nomination shall take part in the Screening Forum:
 - The forum shall be moderated by the Mayor (similar to public hearings)
 - Each candidate shall have **two minutes** to give an opening statement.
 - The Mayor shall ask questions of each candidate. The Candidates have **one minute** to answer. The first speaker will change with each question. A maximum of 6 questions will be asked.
 - **Residents shall be invited via the city Clerk to submit questions for candidates with the same deadline as the application deadline. Those questions will be dispersed to the City Council for consideration.**
 - The questions asked shall be from those submitted by Councilmembers in advance of the special session during the application period.
 - The questions shall be reviewed and consolidated by the Mayor.
 - Each candidate will have **two minutes** to give a closing statement.
- The Council will take a **short recess** so that any persons wishing to speak in support of a candidate may determine who among them will speak. No more than 5 speakers. Groups will be asked to consolidate and determine who will be the spokesperson.
- 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 process:

Exhibit “A”

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- The Mayor will accept nominations from the sitting Council from among the eligible candidates for the vacant seat. A second to a nomination is not required. At the close of nominations and prior to voting, any Councilmember may provide comments about a candidate.
- Following any comments, the Mayor shall request that a roll call vote be taken. Each Councilmember shall state which candidate he or she wishes to vote for. If any single candidate receives, a majority of the votes cast by the remaining Councilmembers, including the Mayor, then he or shall be declared appointed.
- In the event that no candidate receives a majority of the votes of the remaining members of the Council, including the Mayor, then only the candidates with the two highest vote totals will remain in nomination and all others will be removed. In the event there is a tie resulting in more than two (2) candidates remaining in nomination then those candidates and any other candidate receiving the next higher number of votes shall remain on the ballot and up to two additional roll calls may be taken as described in Section 7 above. If no candidate receives a majority of the votes of the remaining Councilmembers, including the Mayor, after the third (3rd) ballot then the Mayor shall declare the nominations null and reopen the floor to nominations and the process shall repeat. *(Ex. If the resulting vote is 3-2-2-1 then only the candidate who received 1 vote will be removed.)*

NOTE: Term to expire in April 2026