



1st Ward Vacancy Process

February 24, 2026

City Charter

- Sec 4. ... An appointee to any vacancy in any elective office of the City shall be a resident of the City for six months or more immediately prior to the date of appointment, and shall be a registered and qualified elector of the City at the time of appointment.

City Charter

- Sec. 37. Whenever there shall be, for any cause, a vacancy in any elective City office under this Charter, the same shall be filled by a majority vote of the City Commission at any regular meeting, and the person chosen to fill such vacancy shall continue in such office during the remainder of the unexpired term and until his successor is elected and qualifies; Provided, That if a regular non-partisan primary election occurs in the interim, 12 months or more after the happening of the vacancy, an officer shall be elected to fill the unexpired term.

City Charter

- No time frame established in the City Charter.
- Past legal opinions state that the appointee must be a resident of the ward they will be representing.

3rd Ward 2018 Vacancy

- Commissioners Lenear, Jones and O'Connor and subcommittee from the 3rd Ward.
- Subcommittee interviewed candidates and recommended 3 to the City Commission for final interview.
- Application available June 19 and appointment made on July 24

3rd Ward 2018 Vacancy

Applications available	Tuesday, June 19 th
Applications Due	July 2 nd at 5pm
Clerk reviews and vets candidates	July 2 - 6
Publish list of Applicants	July 6 th
Process announced for Commission Interviews and Public Hearing	July 10 th COW meeting
Sub-Committee Interviews candidates	Week of July 10 th (at a time that works for the members of the sub-committee. Top candidates announced at that time.
City Commission Interviews of top candidates	Tuesday, July 24 th from 4-7pm in the Commission Chambers
Public Hearing	Tuesday, July 24 th at 7pm
Suspend Rules and pass a resolution appointing Moody	Tuesday, July 24 th at 7pm

3rd Ward 2024 Vacancy

- Committee on Appointments served as subcommittee.
- Committee on Appointments interviewed candidates and recommended finalists to the City Commission for final interview.
- Application available January 23 and appointment made on March 19.

3rd Ward 2024 Vacancy

Applications available	Tuesday, January 23 rd
Applications due	Thursday, February 1 st at 5:00pm
Clerk reviews and vets candidates	February 2 nd – 5 th
Publish list of applicants	Monday, February 5 th at 5:00pm
Applicants reviewed by the Appointments Committee	Tuesday, February 6 th
Applicants interviewed by the Appointments Committee and three final candidates are recommended to the full City Commission	Tuesday, February 20 th
City Commission interviews Candidates, discussion and possible vote	Tuesday, March 5 th
If the City Commission need more time, additional discussion and vote	Tuesday, March 19 th

1st Ward 2026 Vacancy Options

1. Wait until the Election is held in November and appoint the winner for the final 2 months of the year.
2. Wait until the Filing Deadline on April 21 to see how many candidates file for office and set a process and timeline for appointment.
3. Upon Commissioner Robbins's resignation, set a timeline and direct the City Clerk to begin the application process.
4. Wait to start the timeline and application process at another set time.

Oath of Office

- The individual will be sworn in immediately following the appointment at the meeting they are selected.

City Commission Direction

- The City Clerk is seeking direction from the City Commission on how they wish to proceed.



Discussion/Questions