



## **CITY COMMISSION MEETING**

**JANUARY 23, 2019**

**5:00 p.m.**

### **NOTICE OF PROCEDURES FOR FILLING VACANCY IN CITY COMMISSION GROUP IV**

1. The Mayor will convene the meeting. At the commencement of the meeting, and **prior** to the Presentations and Awards, the Mayor and each Commissioner may nominate up to three (3) applicants on a written form provided by the City Clerk. Nominations shall be based on the applications submitted for the Group IV seat.
2. The written form from the Mayor and Commissioners will be submitted to the City Clerk, who shall publicly announce the names of each of the applicants nominated by the Mayor and each Commissioner.
3. Following the Presentations and Awards portion of the City Commission Meeting, each nominated applicant will be given an opportunity to give up to a two-minute presentation before the City Commission.
4. The Mayor and Commissioners will deliberate.
5. The Mayor and each Commissioner will select their top applicant on a written form provided by the City Clerk.
6. The written form from the Mayor and Commissioners will be submitted to the City Clerk, who shall publicly announce the name of the applicant selected by the Mayor and each Commissioner.
7. Voting will continue until an applicant receives at least four (4) votes.
8. If an applicant is appointed, the swearing-in will occur immediately.