

3-15 PROCESS FOR APPOINTING A COUNCILMEMBER WHEN A VACANCY OCCURS (2022)

If a vacancy occurs in the office of a Councilmember more than sixty (60) days prior to the next general municipal election, the Council shall appoint an eligible person to fill such vacancy within thirty (30) days of the date of vacancy until the next general municipal election (City Charter Section 2-30). City Council may suspend or modify this rule in order to amend the appointment process as provided for in Rule 3-12.A.3, but in any case the appointment shall comply with the requirements of City Code and City Charter.

A. The process for filling a vacancy shall commence when the office of Councilmember becomes vacant upon death, removal from office, forfeiture of office in any manner authorized by law, or upon a Councilmember stating an intent to resign to the President in writing.

1) Upon any Councilmember signaling an intent to resign, the President shall request a written letter of resignation from the resigning Councilmember with a stated effective date of the resignation.

B. Notice of the upcoming or current vacancy shall be made available to members of the public. Applications to fill the vacancy shall be open for no less than fourteen (14) days after members of the public are notified.

1) A majority of City Council will determine the application questions.

C. Once the period for submitting applications has closed, City Council will be provided all eligible candidate applications for review. Each Councilmember will submit a list of no more than five (5) candidates to interview to the Council Administrator. All candidates with a recommendation by three (3) or more Councilmembers will move forward to the interview phase of the selection process. If no candidate receives at least three (3) recommendations, a majority of City Council will determine whom to interview.

1) The Councilmember stating an intent to resign may submit a list of no more than five (5) candidates to interview to the Council Administrator prior to the effective date of resignation.

D. After the effective date of the vacancy, City Council shall hold a Special Meeting to interview and vote to appoint a replacement.

1) Public comment on the replacement will be heard in accordance with Rule 2-7.

2) The appointed Councilmember, before they enter upon the duties of their office, take, subscribe, and file with the Clerk an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter of the City of Colorado Springs, and to faithfully perform the duties of the office upon which they shall be about to enter (City Charter Section 13-30)



COLORADO SPRINGS
CITY COUNCIL