



City of Detroit

CITY COUNCIL

MARY SHEFFIELD
COUNCIL MEMBER
DISTRICT 5

MEMORANDUM

TO: David Whitaker, Legislative Policy Division
FROM: Council Member Mary Sheffield
DATE: November 10, 2014
RE: Suggestions for Procedures on Filling a Vacated Council Seat

The following are my suggestions for procedures involving filling vacancies on council:

Application

- All persons seeking appointment shall submit a resume to the City Clerk
- All resumes shall be submitted by a date determined by the City Council and be date/time stamped by the Clerk's office.
- The City Clerk shall verify each candidate's eligibility pursuant to the qualifications outline by the Detroit City Charter.
- The Clerk shall forward all qualified candidates to the City Council as well as a list of candidates who failed to meet the qualifications with corresponding reasons.

Interviews

- The period of review will be determined by the Council.
- City Council shall meet to discuss the qualified candidates and vote on which candidates to further consider through an interview.
- All applicants will be considered individually. Any candidate receiving a majority vote of Council members present shall be granted an interview. *(Council members*

may wish to consider agreeing on a finite number of interviews depending on the number of candidates)

- Interviews shall be held in a Committee of the Whole or Special Session of the City Council.

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Voting

(The following is a suggested option for conducting the final voting process)

- Once interviews have commenced, City Council shall implement a run-off voting system to narrow the pool of candidates down to three.
- The run-off systems will require City Council members to vote for 3 candidates and assigned a 3 for their first choice, 2 for their second choice and 1 for their 3rd choice.
- Candidates receiving the top three scores, including ties for third, shall be considered further for appointment.
- City Council shall vote to appoint a candidate from the three or more remaining candidates by two-thirds majority vote.
- In the instance of no candidate receiving two-thirds vote, only the two candidates with the highest number of votes shall be considered further. *(In the instance of a tie for second place, the Council shall vote between the tied candidates to determine who will be considered further.)*
- City Council shall continue to vote for the two remaining candidates until one candidate receives two-thirds vote of the members serving.

Cc: Honorable Colleagues
City Clerk