ATTACHMENT A

City of Phoenix
Office of Mayor Kate Gallego

March 19, 2024

To: Jeffrey Barton
City Manager

From: Kate Gallego
Mayor

This memo outlines the procedure the City Council will use to fulfill its duty to appoint a new Councilmember to fill the expected District 7 vacancy. Councilwoman Yassamin Ansari has announced her intention to step down from the Council effective 3:00 p.m. March 28, 2024.

I am committed to ensuring the vacancy is filled in the most open and transparent way possible, and in accordance with the strict guidelines set forth by the City Charter. Because there are more than 365 days remaining on the District 7 term, the Charter requires that several steps are taken in a short timeframe.

After reviewing the Charter and the procedures used to fill past vacancies, I recommend the process outlined below, which complies with the Charter and the State's Open Meetings Law. I will forward this memo to the City Clerk to be posted and made available to the public.

<u>Interim Council Seat</u>

1. The Charter mandates that the Council appoint a person to fill the vacancy on an interim basis, with the term ending the first business day after the canvass of votes for the Special Vacancy Election. This appointment must occur not less than 12 days, but no more than 15 days from the date of vacancy. Therefore, I am adding this item to the agenda for the scheduled Policy Session on April 9, 2024, at 2:30 p.m. at the Council Chambers. At this time, the Council will hear from all interested candidates and then select an interim appointed District 7 Councilmember.

2. Eligible residents who are interested in being considered for the interim appointment are strongly encouraged to submit a letter of interest and a resume. Candidates must submit all materials to the Phoenix City Clerk no later than 5 p.m. on April 8, 2024 (the deadline to submit falls on a Sunday, therefore it is moved to the next business day, Monday the 8th). At that time the Clerk will distribute copies of all submitted documents to the full council.

3. At the April 9, 2024, Policy Session, each interested candidate, in alphabetical order, will have up to five minutes to make a statement to the Council. Once the Council has heard from every candidate, the Council will be able to ask questions of the candidates. Once presentations and questions are completed, the Council will vote to select the interim District 7 Councilmember. As allowed by the Charter, any Councilmember may nominate a qualified individual to fill the vacancy, with no second required. The Council will vote on candidates in the order in which they were nominated, as recognized by the Mayor. The first candidate to receive an affirmative majority of the votes of the

Councilmembers present will be selected to fill the vacancy. The interim Councilmember will take office as soon as the oath of office has been administered and signed and will serve until the first business day after the canvass of the votes for the November 5, 2024, Special Vacancy Election.

Special Vacancy Election

1. Qualified residents who live in District 7 and would like to run in the required November 5, 2024, Special Vacancy Election must declare as a candidate within 10 calendar days from the date of the vacancy, which in this case will be 5 p.m. April 8, 2024 (the deadline to declare as candidate falls on a Sunday, therefore it is moved to the next business day, Monday the 8th). More information regarding this process will be available on the Phoenix City Clerk's office website at phoenix.gov/elections or by calling 602-262-6837.

2. In accordance with the Charter, the Council must call a Special Election within 10 calendar days after the first 10-day period (i.e., within 10 days of April 7). I request that the Council consider calling for the special election at the 2:30 p.m. Formal Council Meeting on April 17, 2024. The next allowable date for the Special Vacancy Election is November 5, 2024.

Thank you in advance for your assistance with this important matter.

Sincerely,

Kate Gallego
Mayor

cc: City Council Members
Stephanie Bracken, Executive Assistant to City Council
Denise Archibald, City Clerk
Julie Kriegh, City Attorney