

CITY OF UNION GAP

PROCEDURE TO FILL CITY COUNCIL VACANCIES

The procedures to fill a vacancy or vacancies on the Union Gap City Council are as follows:

1. Establish a deadline for filling applications to facilitate an orderly process.
2. A brief application form is provided to obtain basic information about the applicant.
3. The vacancy (or vacancies) is announced in the general news media to encourage applicants. Applications forms are available at and returned to the City Hall Office.
4. Hold public meeting to interview applicants. The Council reviews applicants in regular session. The Council may then recess into Executive Session to discuss qualifications of all candidates.
5. The City Council returns to regular open session to vote on the candidates. The candidate (or candidates) who receives at least the majority vote of the Council shall be appointed.
6. The City Council reserves all rights to reject any and all applicants.

REQUIREMENTS FOR CITY COUNCIL CANDIDACY

1. Applicant must be a resident in the City of Union Gap for a least one year.
2. Applicant must be a registered voter at the time of filing.
3. Candidates are required to file a declaration of candidacy during the spring filing period at the County Auditors office in order to appear on the next ballot.
4. The City Council also expects the new Councilmember to be available for meetings with other government agencies, committees and groups, and participate in or attend community events and activities.

SERVE YOUR COMMUNITY AS A MEMBER OF THE UNION GAP CITY COUNCIL

I. City Council

To serve as a City Council member you must meet two basic qualifications:

1. You are a registered voter of the City of Union Gap; and
2. You are, and have been a resident of the City of Union Gap for one year prior to appointment or election.

Union Gap is a non-charter code City, operating under a Council-Manager plan of government.

All legislative and policymaking powers are vested in the city council. The council employs a city manager, to carry out the policies it develops. The city manager is the head of the administrative branch of city government. The mayor is selected by the city council from among its members. The mayor's responsibilities are primarily to preside at council meetings, and act as head of the city for ceremonial purposes and for purposes of military law. The mayor votes as a councilmember and does not have any veto power (RCW 35.18.190; RCW 35A.13.030-.033 Optional Municipal Code cities).

There are seven members serving on the City Council, each elected for a four-year term. They represent the entire City; there are no districts. Voters cast their vote for all Council positions on the ballot.

II. City Council Legislative & Policy Making Responsibilities.

The principal job of a City Council is to make policy. A policy is a course of action for a community. Policy-making often takes the form of passing Ordinances or Resolutions. After policy decisions are made by the legislative body, others perform the administrative task of implementing the policies.

In general, it is the Council's role to adopt policies for the City and it is the City Manager's role to administer or carry out those policies. The Council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of Ordinances and Resolutions. The Council also has specific authority to:

- ◆ Enact a City budget.
- ◆ Define the powers, functions, and duties of City officers and employees.
- ◆ Fix the compensation of officers and employees.
- ◆ Establish the working conditions of officers and employees.
- ◆ Maintain retirement and pension systems.

- ◆ Impose fines and penalties for violation of City Ordinances and employees.
- ◆ Enter into contracts.
- ◆ Regulate the acquisition, sale, ownership, and other disposition of real property.
- ◆ Provide governmental, recreational, educational, cultural, and social services.
- ◆ Impose taxes, if not prohibited by state law.
- ◆ Cause the City to own and operate utilities.
- ◆ Approve claims against the City.
- ◆ Grant franchises for the use of public ways.
- ◆ License, for the purpose of revenue and regulation, most any type of business.
- ◆ In addition, the Council is authorized to enact rules governing its procedures, including for public meetings and hearings.

III. How Much Time Does It Take To Be A Councilmember?

Two regular Council meetings and two Study Session meetings are held every month. The Study Session and Council Meetings are held every 2nd and 4th Monday of the month starting at 6:00 p.m. Study Session meetings are held on the first and third Monday of every month starting at 6:00 p.m. A Council agenda packet for the upcoming meeting, with staff reports and general information is emailed to the Councilmembers on the Thursday or Friday before a Council meeting. Special Council meetings are called as needed.

In addition to Council meetings, time must be allowed for Council duties - reading reports and agenda documents, attending community activities and ceremonial events, conversing with citizens, out-of-town meetings, speaking engagements, etc. Councilmembers might spend up to 5 hours during a week on City related business and meetings, though a monthly average could reach up to 10 to 12 hours.

III. Public Disclosure Requirements.

Pursuant to Washington State law (RCW 42.17.010), candidates for public office and incumbent elected officials are required to file annually a public disclosure record of their personal financial status. Within two weeks of becoming a candidate, a personal Financial Affairs Statement must be filed with the Public Disclosure Commission, listing income, compensation, real estate, other assets, financial holdings, and creditors. The purpose of the report is to give the public tangible proof that officials are acting in the public interest and not for their private gain.

IV. Salary.

The salary for Councilmembers is established by ordinance. No Councilmember may vote himself/herself an increase in salary in his/her term. Therefore, increases for Councilmembers are effective only after a Councilmember has been re-elected for a new term of office.

Councilmembers are paid \$600 per month on behalf of the City.

V. How a Council Vacancy is Filled.

In the event a Council vacancy occurs, the vacancy is filled by the appointment of some qualified person, by a majority vote of the remaining Council members. The appointee holds office only until the next regular municipal election, at which time he/she files for election for the remainder of the unexpired term.

Generally, the Council opens up an application period for the vacancy and requests each candidate to complete an application form. The candidates are then interviewed during a public Council meeting. Council may deliberate on the qualifications of the candidates in a closed session and then must vote on the appointment in an open meeting.

VI. Election and Re-Election Process.

All City general elections throughout the State are held on the first Tuesday following the first Monday in November in the odd-numbered years; RCW 29.13.020).

All candidates for election to City Council shall file declarations of candidacy with the County Auditor, according to the schedule they set. An election filing fee is required (RCW 29.18.050).

A primary election is necessary only when more than two candidates file for the same position. Primary elections are held on the third Tuesday of the proceeding September (before the November general election), or on the seventh Tuesday immediately preceding such general election, whichever occurs first (RCW 29.13.070). The two candidates with the highest votes shall advance to the general election, provided, that to be on the ballot a candidate shall receive at least five percent of the total votes cast for that position.

VIII. Other Information.

If you have any question concerning the City Council or City operations, please feel free to contact the City Clerk for information at 509-248-0432.