

### SAMPLE INTERVIEW AND SELECTION PROCEDURE

1. Questions to be asked, time allotted for each question, and order of questions to be determined by the City Council and should be the same for each applicant.
2. Applicant interview order established by City Clerk random draw, the results of which would be included in the Council report along with the application packets received.
3. Each Councilmember votes for the applicant of their choice. Voting continues until one candidate receives majority vote (four or more votes). The applicant(s) that receive the least number of votes will be eliminated in each round of voting unless elimination will result in only one remaining applicant that did not receive majority vote. In the event of tie or a vote the leaves only one applicant that did not receive majority vote, no applicant will be eliminated, and Council must vote again. Examples of possible voting scenarios with three, five, and seven applicants are provided below:

	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>	<b>Round 4</b>
Applicant 1	2 votes	3 votes	3 votes	2 votes
Applicant 2	2 votes	2 votes	3 votes	4 votes
Applicant 3	2 votes	1 vote	-	-
<b>Result</b>	Tie vote, no one is eliminated, and Council votes again.	Applicant 3 is eliminated, and Council votes again for Applicants 1 and 2.	Another tie vote, neither of the remaining applicants are eliminated, and Council votes again.	Applicant 2 wins.

	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>	<b>Round 4</b>
Applicant 1	2 votes	3 votes	3 votes	4 votes
Applicant 2	1 vote	1 vote	0 votes	-
Applicant 3	1 vote	1 vote	3 votes	2 votes
Applicant 4	1 vote	1 vote	0 votes	-
Applicant 5	1 vote	0 votes	-	-
<b>Result</b>	No one is eliminated because Applicant 1 did not receive enough votes to be the only remaining applicant.	Applicant 5 is eliminated, and Council votes again for Applicants 1-4.	Applicants 2 and 4 are eliminated, and Council votes again for Applicants 1 and 3.	Applicant 1 wins.

	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>
Applicant 1	1 vote	0 votes	-
Applicant 2	2 votes	3 votes	2 votes
Applicant 3	1 vote	1 vote	0 votes
Applicant 4	1 vote	2 votes	4 votes
Applicant 5	0 votes	-	-
Applicant 6	1 vote	0 votes	-
Applicant 7	0 votes	-	-
<b>Result</b>	Applicants 5 and 7 are eliminated, and Council votes again for Applicants 1-4 and 6.	Applicants 1 and 6 are eliminated, and Council votes again for Applicants 2-4.	Applicant 4 wins.

4. Council adopts a resolution appointing the winning applicant to the vacant seat.
5. The new Councilmember is sworn in at the next regularly scheduled Council meeting.