

## **MEMORANDUM**

TO: Town Council  
FROM: Kevin Foy, Mayor  
SUBJECT: Council Vacancy  
DATE: October 12, 2009

### **PURPOSE AND BACKGROUND**

The purpose of this memorandum is to continue the process of filling the vacancy on the Town Council as a result of the resignation of Bill Strom on August 1, 2009.

The Town Charter (Sec. 2.3) provides that this vacancy shall be filled by appointment of the Town Council. Pursuant to this Charter provision, the Council has adopted a process in Article II, Chapter 2 of the Town Code for the filling of the vacancy.

### **DISCUSSION**

In accordance with Section 2-27 of the Town of Chapel Hill Code of Ordinances it is my responsibility to distribute copies of applications for the Bill Strom vacancy promptly after the application deadline. The application deadline was today October 12, 2009 at 5:00pm.

There is no official form for applications. Under Sec. 2-26 of the Town Code, applications are required to include the name, residence address and signature of the applicant. (Thus, the code would indicate that an original application (e.g. letter) and signature and not a fax or email transmission would be required by the application deadline established by the Council.) Additional information supporting the application may also be included. Copies of all applications received by the deadline will be distributed to the Council at the October 12 meeting.

The Council shall review the applications and council members may make nominations this evening. All nominations under this article (Sec. 2-27) shall be made only from applications received by the application deadline. All applicants who are nominated must be certified by the Town Clerk as eligible. Because the filing deadline was only hours before this evening's meeting the Council could defer making nominations until the council's next regular business meeting, on October 28, by which time the Clerk will have had an opportunity to certify the eligibility of all applications. The Town Code (Sec. 2-28) requires that this matter be considered at each regular meeting after the October 12 deadline.

When vacancies have occurred on the Council in the recent past, the Council has invited applicants to attend a Special Council meeting and make a brief presentation. To this end, I am calling a Special Meeting at 6:00 pm on November 9 and inviting candidates to attend and make

brief remarks regarding their interests in serving on the Town Council. This meeting will be televised on the government access channel on cable television.

**ATTACHMENTS**

1. Chapel Hill Code of Ordinances (p. 3).