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3 **RESOLUTION NO. 2014 - 61**
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5 **A RESOLUTION OF THE MAYOR AND CITY**
6 **COMMISSION OF THE CITY OF HALLANDALE BEACH,**
7 **FLORIDA ESTABLISHING A UNIFORM PROCESS FOR**
8 **FILLING A CITY COMMISSION SEAT VACANCY BY**
9 **APPOINTMENT WHEN THERE ARE LESS THAN**
10 **TWELVE (12) MONTHS REMAINING BEFORE THE NEXT**
11 **REGULAR CITY OR GENERAL ELECTION; AND**
12 **PROVIDING FOR AN EFFECTIVE DATE.**
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14

15 **WHEREAS**, City Commission Seat No. 2 was vacated by the resignation of the then Vice
16 Mayor Alexander "Alex" Lewy on May 11, 2014 with less than twelve (12) months remaining
17 before the next municipal general election; and
18

19 **WHEREAS**, in accordance with Florida Statute and City Charter section 3.09 which
20 proscribes that "whenever there is a vacancy in the commission and there are less than twelve
21 (12) months remaining before the next regular city or general election, the city commission, by a
22 majority vote of the remaining members, shall choose a successor to serve until that election";
23 and
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25 **WHEREAS**, pursuant to section 3.09 of the City Charter, the City Commission on May 19,
26 2014 discussed and reached consensus as to the process to be utilized in filling the vacancy
27 created; and
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29 **WHEREAS**, the process utilized by the City Commission was transparent, fluid, efficient
30 and effective, and resulted in an appointment to fill seat No. 2 on the City Commission; and
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32 **WHEREAS**, the City Commission has determined it is in the best interest of the residents
33 of the City and good governance to adopt a uniform process for filling a vacancy on the
34 commission when there are less than twelve (12) months remaining before the next regular city
35 or general election.
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37 **NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF**
38 **THE CITY OF HALLANDALE BEACH, FLORIDA:**

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40 **SECTION 1: Establishment of Uniform Process For Filling A City Commission**

41 **Vacancy By Appointment.** The Mayor and City Commission hereby establish and adopt a
42 uniform process for filling a City Commission vacancy by appointment when there are less than
43 twelve (12) months remaining before the next regular city or general election as follows:
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45 **APPLICATIONS**

46 The Office of the City Clerk shall post an advertisement for city commission vacancy in
47 accordance with advertising deadlines set by the City Commission and shall receive applications
48 from interested persons in the form of letters of interest, resumes, personal biographies, letters of
49 recommendations or the like. Following receipt of all applications the City Commission shall set
50 a date for appointment selection.
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52 **ROUND #1 PRESENTATIONS**

53 At the selected meeting date and time set by the City Commission, each applicant will be
54 given the opportunity to give a four (4) minute presentation before the City Commission. Following
55 the four (4) minute presentations each city commissioner will select their top three (3) applicants
56 on a written form. The written form from each city commissioner will be submitted to the City
57 Clerk who shall announce the names of each of the top three applicants selected by each city
58 commissioner. The names of the applicants announced shall advance to Round #2 of the
59 selection process.
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61 **ROUND #2 PREDETERMINED QUESTIONS READ BY THE CITY CLERK**

62 Each applicant will be read a predetermined list of questions (see sample questions
63 attached as Exhibit "A") and will be given a total of four (4) minutes to answer all questions. The
64 predetermined questions are not fixed and may be modified at the pleasure of the City
65 Commission at any time. Following each of the applicants question and answer, each city
66 commissioner will rank each applicant from a scale of 1 to 5 (1 being the lowest - 5 being highest).
67 The ranking sheets from each city commissioner for each applicant will be given to the city clerk
68 who will total the scores. The applicants with the top three (3) highest scores shall be announced

69 and shall advance to final Round # 3 of the selection process.

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71 **ROUND #3 QUESTIONS AND ANSWERS BY EACH CITY COMMISSIONER**

72 Each applicant will be engaged by each city commissioner in a four (4) minute question
73 and answer segment. The questions asked by each city commissioner shall be at his or her
74 pleasure. Following the applicants question and answer by each city commissioner, the city
75 commission will deliberate its final applicant appointee selection.

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77 **SECTION 3: Effective Date.** This Resolution shall take effect immediately upon its
78 passage and adoption.

79 APPROVED AND ADOPTED this 4th day of June, 2014.



JOY F. COOPER
MAYOR

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84 SPONSORED BY: CITY COMMISSION

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86 ATTEST:

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SHEENA D. JAMES, CMC
92 CITY CLERK

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95 APPROVED AS TO LEGAL SUFFICIENCY
96 AND FORM

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LYNN WHITFIELD
CITY ATTORNEY

VOTE	
AYE/NAY	
Mayor Cooper	<input checked="" type="checkbox"/> / <input type="checkbox"/>
Vice Mayor Julian	<input checked="" type="checkbox"/> / <input type="checkbox"/>
Comm. Grachow	<input checked="" type="checkbox"/> / <input type="checkbox"/>
Comm. Lazarow	<input type="checkbox"/> / <input checked="" type="checkbox"/>
Comm. Sanders	<input checked="" type="checkbox"/> / <input type="checkbox"/>