

**1. Application Period: Opens Monday, September 25, 2017; closes Sunday, October 1, 2017 at 5:00 p.m.**

Applicants must submit a resume, a cover letter, and a completed financial interest statement form to the City Clerk by 5:00 p.m. on October 1. Up to three references (optional) may also be submitted, along with a signed reference authorization form. The [City Charter](#) requires applicants to be a citizen of the United States and a registered voter of the City of Seattle.

Candidates for appointment should demonstrate an understanding of Seattle government operations, budgeting, and legislative processes; demonstrate knowledge of the public policy issues associated with potential Committee assignments; demonstrate a commitment to social justice and the ability to communicate and collaborate effectively across cultures and with diverse populations; and desire to serve the people of Seattle as a public official.

Submissions can be made in the following manner(s) and must be received by 5:00 p.m. on October 1:

- By email: [CouncilAppointmentApplications@seattle.gov](mailto:CouncilAppointmentApplications@seattle.gov)
- In person during regular business hours: Seattle City Hall, Office of the City Clerk, 3rd Floor (600 Fourth Ave)
- By mail: Office of the City Clerk PO Box 94728 Seattle, WA 98124-4728
- By fax: 206-386-9025
- All documents received are subject to the Washington Public Records Act, Chapter 42.56 RCW, and may be disclosed to a member of the public upon request.

**2. City Clerk Transmission of Applicants List: Monday, October 2 at Council Briefing.**

- The City Clerk will provide Councilmembers with the names of all candidates who submitted application materials by the October 1 deadline.

**3. City Clerk Transmission of Applications to Councilmembers: Tuesday, October 3.**

- The City Clerk will provide to each Councilmember a notebook that includes all applications received by the October 1 at 5:00 p.m. deadline.
- The City Clerk will post all applications on the Council and City Clerk's websites, giving the public an opportunity to review the applications and submit comments to [council@seattle.gov](mailto:council@seattle.gov).

**4. Community Forum: October 3, 5:30 p.m. or TBD, in Bertha Knight Landes Room at City Hall (format to be determined).**

- This process may be facilitated by interested Councilmembers and is intended to be led by community groups. The purpose is to allow community members to meet and ask questions of the applicants. Council expects applicants to attend at least one of the forums.

**5. Special Full Council Meeting: October 4, 5:00 p.m., in Council Chambers at City Hall**

- Applicants for the vacant Council seat may address the Council and the public followed by a public comment period for community members.

**6. Councilmember conferences, optional: Week of October 2 to October 5.**

- Each Councilmember may meet and confer with any and all candidates of their choice in order to make an informed decision within the 20-day deadline.

- 7. City Council Executive Session to Discuss Qualifications: Thursday, October 5, 9:30 a.m.**
  - As permitted by the Open Public Meetings Act, the Council will meet in executive session to discuss the qualifications of candidates. No decisions will be made in executive session.
  
- 8. City Council Appointment: Friday, October 6, 2:00 p.m., Special Full Council Meeting**
  - The Council will vote to fill the vacancy at the Special Full Council meeting.