



SEATTLE CITY COUNCIL
CENTRAL STAFF

Position 5 Vacancy Appointment

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COUNCIL BRIEFING
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Vacancy initiated

- Councilmember Cathy Moore is resigning from her position, creating a vacancy effective July 7, 2025.
- Vacancy appointment process is 20 days, as established by the Seattle City Charter and SMC 3.93.010.
- Appointed Councilmember will serve until the November 2026 General Election results are certified and an elected District 5 representative is sworn in.
- Public information is available at: [Council Vacancy - CityClerk | seattle.gov](https://www.seattle.gov/cityclerk/council-vacancy)

Qualifications for City Council office set by Seattle City Charter

Seattle City Charter Article XIX, Section 2 requires that elective officers be:

1. A citizen of the United States.
2. A qualified elector of the State of Washington.
3. A registered voter of the City of Seattle.
4. Able to read and write the English language.

Article IV, Section 2 further requires that Councilmembers be:

5. A registered voter and a resident of the City of Seattle from at least 120 days prior to filing a declaration of candidacy.
6. A resident of the district represented for at least 120 days prior to filing the declaration of candidacy.

Seattle City Charter requirements for filling a Council vacancy

Article XIX, Section 6:

Requires that the City Council shall “within twenty days” proceed to select by ballot a person to fill such vacancy.

The selection is effective only upon the affirmative vote of a majority of all members of the City Council.

If the vacancy isn't filled within twenty days after it becomes vacant, the City Council shall meet and ballot at least once each day, excluding Saturdays, Sundays, and legal holidays.

Seattle Municipal Code 3.93.010 Council Vacancy procedure

Ordinance 125479 created the Council vacancy procedures in 2017.

Requires Council to accept applications from anyone qualified to become a Councilmember and publish the application procedures within 5 business days of the seat becoming vacant.

Requires Council to publish application procedures for community entities to participate in the public forum development process within 5 business days of the seat becoming vacant.

After the deadline for applications, the City Council shall publish all submissions meeting the application standards.

Seattle Municipal Code 3.93.010 Council Vacancy procedure

The code requires the Council to develop a public forum for interviewing applicants. The Council shall consult with community entities if any make submissions and are selected, they can inform (1) the forum structure; (2) questions; and (3) accessibility considerations.

After the public forum, Council shall meet to consider the applications.

City Council must have at least 1 meeting after the applications are made public and receive public comment concerning the vacancy. At this meeting, candidates who participated in the forum may address the council.

Only applicants who participated in the public forum and addressed the City Council may be appointed.

District 5 Vacancy: Application Procedure

Applications will be received beginning July 2, 2025 at 8 a.m.

Applications accepted via email to: councilvacancy@seattle.gov

Deadline to submit applications is before 5 p.m. PST on July 9, 2025.

Applications must include:

- Cover Letter
- Resume
- Financial Interest Statement form (available on City Council vacancy page)

Public Forum and Community Entities

Community entities that wish to participate in developing or hosting the public forum may submit a letter of interest beginning July 2, 2025, at 8 a.m. to councilvacancy@seattle.gov. The deadline to submit is *before* 5 p.m. PST on July 9, 2025.

Community entities may also share general feedback about the public forum *before* 5 p.m. on July 9, 2025, related to:

- Recommendations for forum structure;
- Questions posed to candidates; and/or
- Accessibility considerations.



Photo Credit: Brad Harwood, Council Communications Director

Council Deliberations & Vote(s)

Council has two special meeting dates blocked off following the forum:

- July 22 – public comment and applicant interviews
- July 28 (conclusion of twenty-day Charter appointment process)
– discussion and vote

Successful candidate needs five votes (simple majority).

Calendar of Events

Description	Date(s)	No. Days	Notes	Who
CM Vacancy	06/02	-	Notice of vacancy of a Council Position (resignation)	CM
Charter appointment process initiated	07/08	1	Per Charter: 20 days to fill the vacancy begins Per SMC 3.93.010: defines the application and forum process to fulfill the vacancy	City Council & OCC
Applications open	07/02	7	Application period of one week (8 calendar days, 6 business days) for both candidates and community forum participants and facilitators. Advertise opening/process on City Council website. Period closes on 07/09 at 5 p.m. Applications received at 5 p.m. will be considered late and will not be forwarded to Council for review.	OCC
Applications close	07/09	-		OCC
Applications processed & distributed	07/10 - 07/11	2	Review applications for completeness; distribute to CMs & post to webpage. The list of applicants will not be available prior to this.	OCC
Application review period	07/14-07/16	3	Review applications; individual CM interviews (optional)	City Council
Executive Session	07/15	1	Potential Executive Session – Evaluate the Qualifications for Public Office	City Council
Special meeting to name finalists	07/17	1	Council names finalists who will participate in Public Forum and Council interviews	City Council
Community Forum(s)	07/21	1	Public Forum hosted by Community Group (In person/Virtual)	City Council
Special meeting to Interview applicants	07/22	1	Receive Public Comment; hold applicant interviews and presentations.	City Council & OCC
Special Meeting to Vote on Appointment (Appointment Process Expiration)	07/28	1+	Per Charter: 20 days to fill the vacancy ends <u>Final day to appoint.</u> If the Council has not appointed an applicant to fill the vacancy by the end of the 20 th day, the Council must continue to meet each business day until it makes an appointment.	City Council & OCC

Questions?