

**CITY OF STEVENS POINT
SPECIAL COMMON COUNCIL MEETING**

**Lincoln Center
1519 Water Street**

**January 11, 2016
5:50 P.M.**

1. Roll Call.

Discussion and Possible Action on the Following:

2. Appointment Process for the Fifth District Alderperson Vacancy.
3. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure that reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
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John Moe
City Clerk
Phone: 715-346-1569
Fax: 715-346-1498

To: Common Council
Fr: John Moe, City Clerk
Date: January 6, 2016
Re: Fifth Aldermanic District Vacancy

As you know Ald. Van Stippen has notified the City of his resignation as Fifth District Alderperson effective December 31, 2015. Below is the process that has been used in the past. If acceptable, the Council would have a special meeting on February 1 to fill the vacancy. The City will be accepting nominations up until the introductions at the special meeting. The process that we have used in the past is as follows:

Individuals interested in the position will need to fill out a Declaration of Candidacy for Appointment by the Common Council to fill the vacancy. They are also welcome to provide any additional information, such as a letter of interest, resume, references or other materials he or she believes will assist the Council in the selection process. The appointment application can be picked up at the City Clerk's office during normal business hours. All information presented to the City Clerk's office on or before the Wednesday prior to the Special Council meeting will be provided to Council members in their packets. Information received after that date will be mailed to the Council the same day it is provided to the City Clerk's office.

At the Special Council meeting on February 1, candidates will be allowed to introduce themselves to the Council and answer questions posed by Council members. After the introductions and question/answer period, the Council will proceed to a vote. There will be a run off until a candidate receives a majority vote of the Council. If a candidate does not receive a majority vote the first round, the two candidates receiving the most votes will move forward in a runoff. If there is a tie for second, a runoff is held to see which person will run against the highest vote getter. If there is a tie for first place, the Council will be allowed to ask additional questions of those candidates, if needed, before another round of voting takes place. Only after two rounds of voting can the Mayor vote in order to break the tie.

The person selected shall serve for the remainder of the unexpired term.

If you have any question, please do not hesitate to contact me.