

DATE: November 16, 2022  
TO: All Columbus City Council Members  
FROM: Council President Shannon G. Hardin  
CC: Mayor Andrew J. Ginther  
City Attorney Zach Klein  
City Auditor Megan Kilgore

**SUBJECT: COUNCIL VACANCY – APPOINTMENT PROCESS AND TIMELINE**

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The purpose of this memorandum is to outline the process and timeline to fill the upcoming vacancy on Columbus City Council due to the pending departure of Council President Pro Tempore Elizabeth Brown.

In order to provide appropriate notice and guidance to the public and to minimize the time the council seat remains vacant, it is necessary to establish a process and timeline to fill the vacancy.

In accordance with the public meeting requirements of the Columbus City Charter and Ohio Revised Code, I am proposing the following procedures and timeline, which are largely consistent with past practice. This includes a public hearing on the appointment per the 2018 changes to the Columbus City Charter.

The City Clerk will work with council staff to immediately publicize and implement the following:

**TIMELINE AND PROCEDURES**

**Tuesday, November 29, 2022 – Friday, December 9, 2022 at 12:00 p.m.**

- Applicants must email their resume to [councilvacancy@columbus.gov](mailto:councilvacancy@columbus.gov). Application materials must be received by Friday, December 9, 2022, at 12:00 p.m. Resumes emailed to the aforementioned email address will constitute filing an application with the city clerk. This will fulfill the requirement set forward in Columbus City Code section 111.35(A).
- All information submitted by the applicants is considered public record and shall be made available upon request.



**SHANNON G. HARDIN, PRESIDENT | ELIZABETH C. BROWN, PRESIDENT PRO TEMPORE  
NICHOLAS J. BANKSTON | LOURDES BARROSO de PADILLA | ROB DORANS | SHAYLA D. FAVOR | EMMANUEL V. REMY**

**CITY CLERK | ANDREA BLEVINS, CMC**

**Monday December 12, 2022 – Wednesday, December 21, 2022**

- Members of council may, at their discretion, schedule individual interviews with applicants for the council vacancy.

**Wednesday, December 21, 2022, 12:00 p.m.**

- After reviewing all application materials and conducting any individual interviews, each member of council shall submit to the city clerk the names of no more than three (3) applicants who shall receive further consideration. The city clerk shall compile a list of all applicant names submitted who henceforth shall be considered finalists for the vacancy. The clerk shall then share the names of the finalists with the members of council and immediately notify the finalists.
- The names of applicants who will receive further consideration, and any associated communications, shall be made available in original form upon request.

**The week of January 2, 2023**

- City Council will conduct a hearing during the week of January 2<sup>nd</sup> to hear comment from the public on the list of finalists being considered for the vacancy created by the departure of Council President Pro Tempore Elizabeth Brown.
- Finalists may, but are not required to, offer three (3) minutes of remarks.
- Members of the public who wish to provide testimony, either in-person or digitally via WebEx, should email [ZGDavidson@Columbus.gov](mailto:ZGDavidson@Columbus.gov) with the subject line “Speaking at Vacancy Public Hearing” by noon on the day of the hearing. Written testimony may also be emailed to [ZGDavidson@columbus.gov](mailto:ZGDavidson@columbus.gov).
- Public speakers will be called in the order of receipt and will be given three minutes to address Council.
- Remarks should be limited to the subject of finalists being considered to fill the vacancy on Council. Standard rules for speaking before Columbus City Council apply.
- At the conclusion of the hearing, Council will enter into executive session to discuss candidates and public testimony. No straw polls or votes may be taken during executive session.

**Monday, January 9, 2023, 5:00 p.m.**



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- During the regular council meeting, council members shall nominate applicants for the vacancy created by the departure of Council President Pro Tempore Elizabeth Brown and vote to appoint a new member.
- If a majority of council members vote to appoint a nominee, he or she shall then be eligible to be sworn in under oath and take office pursuant to Section 5 of the City Charter and Section 111.35 of Columbus City Code.



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