

**COUNCIL VACANCY
PROCESS AND TIMELINE RECOMMENDATIONS
SEPTEMBER 2026**

1 WEEK APPLICATION PERIOD

	Friday September 25, 2026	Resignation Received
1 & 2	Saturday/Sunday September 26/27, 2026	
3	Monday September 28, 2026 1:30 P.M.	SPECIAL COUNCIL MEETING • Accept Resignation, effective September 25, 2026 • Discuss application and appointment process
4	Tuesday September 29, 2026	
5	Wednesday September 30, 2026 Time TBD	SPECIAL EXECUTIVE SESSION • Develop Application Questionnaire
6	Thursday October 1, 2026	Application Packet Available – Schedule, Application, Questionnaire
7	Friday October 2, 2026	
8 & 9	Saturday/Sunday October 3/4, 2026	
10	Monday October 5, 2026 TBD	SPECIAL EXECUTIVE SESSION • Develop public interview questions
11	Tuesday October 6, 2026	REGULAR COUNCIL MEETING
12	Wednesday October 7, 2026	
13	Thursday October 8, 2026	Application Deadline – (5:00 p.m.)
14	Friday October 9, 2026	Application Packets to Council
15 & 16	Saturday/Sunday October 10/11, 2026	
17	Monday October 12, 2026 3:00 P.M.	SPECIAL WORK SESSION Applicant Introductions • 5 minutes each SPECIAL EXECUTIVE SESSION • Develop short list for interview

18	Tuesday October 13, 2026	WORK SESSION - Announce interview callbacks
19	Wednesday October 14, 2026	
20	Thursday October 15, 2026 3:00 P.M.	SPECIAL WORK SESSION • Applicant Interviews SPECIAL EXECUTIVE SESSION • Debrief and next steps
21	Friday October 16, 2026	SPECIAL WORK SESSION • Second Interviews (if needed) SPECIAL EXECUTIVE SESSION • Debrief and next steps
22 & 23	Saturday/Sunday October 17/18, 2026	
24	Monday October 19, 2026	
25	Tuesday October 20, 2026	REGULAR COUNCIL MEETING • Applicant appointment and swearing in
26	Wednesday October 21, 2026	
27	Thursday October 22, 2026	
28	Friday October 23, 2026	
29 & 30	Saturday/Sunday October 24/25, 2026	
31	Monday October 26, 2026	