

2.03 - PROCEDURE TO FILL VACANCIES ON THE COMMON COUNCIL.

- (1) The Common Council President shall oversee the application process to fill aldermanic vacancies.
- (2) Applications to fill any aldermanic vacancy shall include information on:
 - (a) Name,
 - (b) Address,
 - (c) Home telephone number,
 - (d) Work telephone number,
 - (e) E-mail address,
 - (f) Biographical resume including education, work, neighborhood, and civic experience,
 - (g) A statement on why the applicant wishes to serve.
 - (h) A statement of what the applicant wants to accomplish,
 - (i) If the applicant plans to run for office during the next special or regular election, and,
 - (j) Such other information as the Common Council President in consultation with the Common Council Executive Committee may request. (Am. by ORD-16-00079, Pub. 9-15-16, Eff. 4-18-17)
- (3) The Common Council Executive Committee shall review the applications and, following opportunities for personal candidate interviews, shall recommend to the Common Council a candidate selected for confirmation to fill the vacancy. If the Common Council Executive Committee is unable to agree on a candidate to recommend, it may recommend more than one candidate, or it may reopen the application process to seek additional applicants. (Am. by ORD-16-00079, Pub. 9-15-16, Eff. 4-18-17)
- (4) The Common Council shall appoint and confirm the recommended candidate, or appoint and confirm another candidate from among the applicants.
- (5) The appointed and confirmed candidate shall serve until an alderperson is elected pursuant to sec. 17.23(1), Wis. Stats. and is qualified.
- (6) Effect of Vacancies on Notices to the Alderperson of the District.
 - (a) Many sections of the Madison General Ordinances require notice to the alderperson of the district before certain other actions may be taken. Some of these sections allow the alderperson to waive the notice. Whenever there is a vacancy on the Common Council, such notices shall be given to the President of the Common Council and the Common Council Chief of Staff. The President may

exercise any rights given to the alderperson of the district regarding such notices. Failure to give notice shall not invalidate any subsequent action by the Council or other body of the City.

- (b) This subsection covers all sections of the ordinances that require notice to an alderperson. Among the sections of the Madison General Ordinances with notices as referenced in this subsection are: 8.33(5) (edible landscaping), 9.13(1)(b) (vend near schools), 25.10(6) (nuisance party), 28.066(12) (minor alterations), 28.074(4) (appeal of UDC), 28.076(4) (appeal of UDC), 28.087(7) (minor alterations), 28.097(1) (minor alterations), 28.098(6) (minor alterations), 28.151(a) (market garden), 28.181(5) (zoning changes), 28.183(5)(b) (conditional use), 28.184(6)(b) (variance extension), 28.185(9)(b) and (11) (demolition extension), 31.112(5) (replacement advertising sign), 33.24(4)(e) (Urban Design Districts), 38.05(3)(c) and (h) (alcohol licensing), 41.15(4)(a) (Landmarks appeal) and 41.20(1) (Landmarks appeal).

(Cr. by ORD-18-00105, 10-23-18)

- (7) Alternative Procedure. If (a) there is a vacancy on the Common Council, and (b) the time for filing nomination papers for a spring election has passed, and (c) the spring election has not been held, the vacancy shall be filled by the procedure in this subsection. The Council President shall seek applications from one-two (1-2) persons who have been members of the Council or the County Board, are resident(s) of the district at issue, and have not filed papers to run for the seat. The Common Council Executive Committee will review the application(s), and will make a recommendation to the Council to fill the unexpired term until the spring election. The Council may fill the seat with the recommended person, or decline to fill the seat. (Cr. by ORD-19-00032, 4-29-19)

(Rep. & Recr. by Ord. 13,726, 11-9-04)