

M E M O R A N D U M

To: Town Commission
From: Howard Tipton, Town Manager
Report date: November 20, 2023
Meeting date: December 4, 2023
Subject: Appointment to Fill Vacancy for the Town Commission District 5 Seat

Recommended Action

Direct the Clerk's Office to advertise the vacancy in the Longboat Key Observer and the Longboat Key News establishing a deadline for individuals to submit their request for consideration along with their resume.

Background

Due to the resignation of Commissioner Deborah Murphy on November 20, 2023, effective on or before December 31, 2023, a vacancy will exist on the Town Commission for the District 5 seat. A copy of the resignation letter is attached for the record.

The Town Charter, Article II, Section 8(a), Vacancies, provides for the method to fill a vacancy, as follows:

Vacancies in the Town Commission shall be filled by the Town Commission, with any person so appointed to be a qualified elector from the district of the vacated commissioner, to serve until the next general municipal election. At the next general municipal election, the vacancy shall be filled by election; the person elected in such election to serve the remaining unexpired term of the Town Commissioner whose vacant office is being filled. If a vacancy is not filled by the Town Commission within thirty (30) days after the vacancy occurs, a special election shall be held, as authorized by the Supervisor of Elections, after such a vacancy occurs; and the person so elected shall serve the remaining unexpired term.

The Commission has two options to consider to fill the vacancy as follows:

1. Direct the Clerk's Office to advertise the vacancy in the Longboat Key Observer and the Longboat Key News establishing a deadline for individuals to submit their request for consideration along with their resume;
2. Schedule a Special Election as provided for in the Town Charter, as the timeframe for scheduling with the Supervisor of Elections for a March 2024 ballot has passed.

If the Commission elects Option 1, the appointment to fill the seat would be scheduled for the January 8, 2024, Regular Meeting. If Option 2 is selected, the Supervisor of Elections staff have indicated the election would not be scheduled until August 20, 2024, due to the local, State, and National elections already scheduled in 2024.

To proceed with an appointment on January 8, 2024, the Mayor would open the floor for nominations from the application pool. Each Commissioner would be eligible to make a nomination but is not obligated to do so. Only those individuals nominated will be considered during the voting process.

Pursuant to Resolution 04-17, a minimum of four votes is required for an applicant to be selected for the District 5 seat. A roll call of Commissioners will be taken until one applicant receives four votes and is appointed. The roll call will proceed in the order of the nominations made.

Upon appointment of an individual, the Clerk is prepared to swear in the new Commissioner and they will then be able to participate in the Regular Meeting scheduled for 1:00 p.m. on January 8, 2024. All applicants will receive complete agenda packets during the application period.

Please contact me if you have any questions on the process or Charter requirements.

Staff Recommendation

Direct the Clerk's Office to advertise the vacancy in the Longboat Key Observer and the Longboat Key News establishing a deadline for individuals to submit their request for consideration along with their resume.

Attachments

Resignation Letter from Commissioner Deborah Murphy (Available in the Town Clerk's Office)

End of Agenda Item