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CLERK'S OFFICE

TO: Honorable City Council Members
FROM: Angela Holmes, City Clerk/Asst. City Administrator
DATE: December 10, 2024
RE: Process to Fill a Vacancy on City Council

Section 6.5(o) of the Westbrook City Charter states in part that a vacancy occurring in the City Council shall be filled for the unexpired term by a majority vote of the remaining members present and voting, and further specifies that a ward-specific position shall be filled from the ward where the vacancy has occurred. Section 9 of the Westbrook City Council Rules of Order outlines the process by which a candidate for the vacant position shall become qualified and selected. Based upon these laws and procedures, the vacancy created in the Ward 1 City Council seat when Mayor David Morse stepped into his new role shall be filled in accordance with the process outlined below:

December 2, 2024 - Inaugural Ceremonies & Regular City Council Meeting

City Council David Morse announced his resignation from City Council to assume his role as Mayor.

December 16, 2024 - Special City Council Meeting

This meeting being the next City Council meeting following the resignation, the City Council President shall formally announce the vacancy in the Ward 1 City Council position during the Special City Council Meeting. Starting the following day, nomination petition papers will be available at the City Clerk's Office for any interested individuals who wish to fulfill the remainder of the unexpired term ending on December 1, 2025.

December 17 - 31, 2024 - Nomination Petition Papers Available

For the 15-day period immediately following the City Council President's formal announcement of the vacancy, the City Clerk's Office will make nomination petition papers available to any registered Westbrook voter residing in Ward 1 who has been a resident of the City for at least three (3) months.

During this period, interested candidates must collect between 25-50 signatures from registered Ward 1 voters supporting their candidacy, and shall return the completed nomination petition papers to the City Clerk's Office, along with a Letter of Intent describing their interest in filling the vacated position, by 4pm on December 31, 2024.

January 27, 2024 - Committee of the Whole & Special City Council Meeting

At 6pm, City Council's Committee of the Whole shall convene. The Committee shall review the list of qualified candidates and their letters of intent and may provide opportunity for the candidates to speak during the meeting. The Committee shall deliberate and recommend a candidate to be considered to fill the vacancy during the following City Council meeting.

At 7pm, the Special City Council meeting shall be held, during which the City Council may vote upon the recommended candidate for the Ward 1 City Council position.