NOTICE OF VACANCY IN THE MEMBERSHIP OF THE CITY COUNCIL OF THE CITY OF KNOXVILLE
APPLICATION AND INTERVIEW AND SELECTION PROCEDURES

The Knoxville City Council will make an appointment to fulfill the term of First District Council Member Stephanie Welch, who announced her resignation on January 14, 2020. Her resignation will be effective on February 16, 2020. The appointment to fill this vacancy will be for a term ending on December 17, 2021.

A job description and minimum qualifications are attached.

Application
Persons wishing to be considered for the appointment to this vacancy on the City Council must return a completed and signed First District Candidate Application (see attachment) in person to the City Recorder’s Office at 400 Main Street, Room 467 by noon on Monday, February 10, 2020. Applications returned after this deadline will not be accepted, and applications sent by email, fax, or delivery by a third-party will not be accepted. Applicants are recommended to include a letter of interest/cover letter and/or a resume with their application.

Applicants must provide the City Recorder’s Office proofs of age and residency in the First District. Failure to provide this documentation by the deadline will bar such applicant from consideration by City Council.

- Acceptable proofs of age include a driver license, state identification, passport, or birth certificate.
- Acceptable proofs of residency in the First District include a single document from List A as maintained by the Tennessee Department of Safety and Homeland Security Driver Services Division: https://www.tn.gov/content/tn/safety/driver-services/dlproof.html

Deadline to apply: Monday, February 10, 2020 by 12:00pm

Interview and Selection
Special Meeting of City Council on Thursday, February 20, 2020 at 5:30pm in the Main Assembly Room, City-County Building

The order of candidate speeches, supporter speeches, and interviews will be determined at the beginning of the meeting with candidate’s names being drawn at random.

Each candidate shall have up to three (3) minutes to explain their interest in the appointment.

Following this, up to two (2) supporters for each candidate shall each have the opportunity to speak to the qualifications of the candidate for up to three (3) minutes. Candidates shall designate the persons they wish to speak on their behalf, and the candidates shall designate these persons by transmitting the names to the City Recorder before the meeting begins either by telephone, email, or in person.
Next, the City Council shall conduct a question and answer session of each candidate. These will be job-related questions meant to elicit sufficient information to determine a candidate’s qualifications. All candidates will be asked the same core questions, but follow-up questions may be asked by City Council Members. Candidates will have up to two (2) minutes to respond to each question.

The questions will not be disclosed to the candidates prior to the meeting, and candidates who have not yet been interviewed will be asked to leave the meeting room during the interview of other applicants. Candidates will be asked to refrain from using their mobile/cellular devices for the duration of the meeting.

After interviews of the applicants are completed, City Council will select the First Councilmanic District representative. Voting shall be done by roll-call vote, and six votes are required to fill the vacancy. In the first round of voting, applicants not receiving at least one (1) vote shall be eliminated. In the second and subsequent rounds of voting, the applicant receiving the fewest number of votes shall be eliminated. Voting shall continue until one (1) applicant receives the vote of six (6) members of City Council.

The applicant selected for the appointment will be administered their oath of office immediately following the meeting.

For more information, please call the City Recorder’s Office at 865-215-2075.