



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: City Council Applicants
FROM: Glenn A. Johnson, Mayor
RE: City Councilmember Selection Process
DATE: January 11, 2012

The selection process at the February 28 City Council meeting will be as follows:

1. The order in which the candidates are interviewed will be determined by a draw. Candidates will be asked to leave the room before the interviews begin. After a candidate has completed his or her interview, the candidate may remain in the city council chambers but will not be allowed to participate in the subsequent interviews.
2. Each candidate will be asked to give an opening statement not to exceed three minutes. The statement should include background information, his or her qualifications, as well as his or her reasons for applying for the vacancy.
3. Individual councilmembers will then ask one question of each candidate. Candidates will be allowed up to two (2) minutes to answer each question. Questions should not exceed 30 seconds.
4. At the conclusion of the round of questioning, each candidate may make a one-minute closing statement if the candidate wishes to do so.
5. After all candidates have been interviewed, the council will adjourn to executive session to evaluate the qualifications of the candidates.
6. At the conclusion of the executive session, the city council will reconvene in open public session to nominate a candidate or candidates to fill the vacant position and vote on the nominee(s).

The individual selected will then be administered the oath of office and take his or her seat on the city council.



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163
(509) 338-3208 Fax (509) 334-2751
admin@pullman-wa.gov

QUESTIONS FOR COUNCIL CANDIDATES WARD 2 VACANCY

Candidate Name

1. If appointed now, would you run for election in 2013 for a new term?
2. Elected officials are expected to participate in government activities outside of the regular City Council meeting. Do you have any particular scheduling problems that preclude your participation?
3. What are your special interests or skills that would allow you to have a positive influence on city of Pullman operations?
4. In your opinion, to what degree should the City Council be involved in the management, as opposed to policy setting, of City business?
5. Describe yourself in five words or phrases?
6. In addition to your résumé and any other information you have submitted, please list your civic activities in this community and other communities in which you have resided. Please list the most recent activity first.
7. Have you confirmed your eligibility for the Ward 2 position in terms of your residency, registered voter status and other job qualification requirements?

PLEASE ANSWER THESE QUESTIONS ON A SEPARATE SHEET OF PAPER AND RETURN THEM TO THE MAYOR'S OFFICE. YOUR RESPONSES MUST BE RECEIVED WITH YOUR APPLICATION BY 5 P.M. ON THURSDAY, FEBRUARY 23, 2012.