



CITY OF TAMPA

CITY COUNCIL

Appointment Policy and Procedure Guidelines for Filling a Vacancy in District 7 Existing on November 3, 2026

Summary of the Applicable Provisions of the City Charter & Related Laws:

- **Pursuant to Section 10.01 - Miscellaneous-Elections and Vacancies**

All vacancies in city council that shall exist within fifteen (15) months or less of the term remaining shall be filled by a majority vote of the remaining city council... Vacancies filled by appointment must be made within thirty (30) days from the time the vacancy exists.

- **Pursuant to Section 2.07 - Action**

The council shall act only by ordinance or resolution; four members shall constitute a quorum; no ordinance or resolution or motion shall be passed, adopted, or made except upon the affirmative vote of four members.

- **Pursuant to Section 2.02 - Qualifications-Limitations on Terms**

Each member of the city council shall have been a resident and elector of the city for one year immediately preceding the commencement of the office for which elected and shall continue to be a resident and elector of the city during the term of office. Additionally, the members of the city council representing districts 4 through 7 shall have been residents of the respective districts from which elected for six months immediately preceding the commencement of the term of office, and each shall continue to be a resident of the district from which elected during the term of office.

Timeline Summary of the Selection Process:

Thursday, Oct. 15, 2026	City Council approves the selection process, timeline, and form of application.
Tuesday, Nov. 3, 2026	<u>City Clerk begins accepting applications with resumes from the public at 9:00 A.M.</u>
Monday, Nov. 9, 2026	<u>Application and resume deadline is 12:00 P.M. (noon).</u> Applications with a resume must be submitted to and accepted by the City Clerk by the deadline.
Tuesday, Nov. 10, 2026	Compiled applications distributed to City Council no later than 10:00 A.M.
Tuesday, Nov. 17, 2026	<u>Special Call Council meeting at 1:30 P.M.</u> Two-minute presentations from applicants who are present during the Council meeting. Council makes the selection by ballot. City Council passes a resolution making the appointment.
Thursday, Nov. 19, 2026	As the first order of business after roll call, the appointed Council member is administered the oath of office by the City Clerk and subsequently takes the Council seat.

Policy and Procedure Guidelines Governing the Selection Process:

1. City Council shall adopt these policy and procedure guidelines to govern the selection process for the vacancy that will exist in District 7.
2. Applications shall be accepted only on the form approved for this purpose by City Council.
3. For consideration, applicants shall submit the approved application and a business resume.
4. Resumes should be concise, achievement-focused, no more than two pages, and include the following:
 - Full name
 - Address
 - Mobile phone number
 - Email
 - Professional summary
 - Core competencies
 - Professional experience
 - Education
 - Leadership and board service
 - Awards and recognition
5. All submitted applications must bear the applicant's signature affirming the truth and accuracy of the information provided.
6. Under no circumstances will applications be accepted after the submission deadline, nor will the deadline be extended.
7. Members of City Council may question individual applicants following each presentation.
8. City Council shall vote by ballot. The ballot shall list the applicants for District 7 in alphabetical order by last name.
9. The vacancy shall be filled by a majority vote of the remaining City Council members.
10. Should no applicant receive at least four votes, a runoff ballot shall be prepared and another vote taken.

Additional Information

- a) Qualified applicants will be invited to appear before City Council beginning at 1:30 P.M. on Tuesday, Nov. 17, 2026, for a two-minute introduction and presentation. Appearance is not required for consideration but is highly recommended.
- b) All submitted applications become public records. It is the applicant's responsibility to comply with all requirements for application and appointment. This includes the residency requirements of the City Charter and, following appointment, execution of the required loyalty oath and financial disclosure forms.
- c) Applications and resumes must be submitted to and accepted by the City Clerk in person or by email by 12:00 P.M., Monday Nov 9, 2026, at 315 E. Kennedy Blvd., 3rd Floor, or cityclerkstaff@tampagov.net.

Tampa City Council

APPLICATION TO FILL COUNCIL DISTRICT 7 VACANCY CREATED NOVEMBER 3, 2026

Applications with resumes will not be accepted before Tuesday, November 3, 2026, the date the vacancy exists.

Application with resume must be submitted to and accepted by the City Clerk by 12:00 Noon, Monday, November 9, 2026, at 315 E. Kennedy Blvd., 3rd Floor or cityclerkstaff@tampagov.net.

Application Information

Full name:

Address:

Phone:

Email:

Are you a citizen of the United States? Yes ☐ No ☐

Place of birth:

How long have you been a resident of the City of Tampa?

How long have you been a resident of District 7?

Are you a registered voter in the City of Tampa? Yes ☐ No ☐

Are you currently serving in any position appointed by City Council, the Mayor, Hillsborough County, or any other governmental agency? Yes ☐ No ☐

By my signature below, I affirm that all information provided in this application and resume is true and accurate to the best of my knowledge, and I authorize the City of Tampa to conduct a criminal background investigation as part of its selection process.

Signature

Date