

**CITY OF SANTA CLARA**  
**VOTING GUIDELINES FOR THE APPOINTMENT**  
**OF APPLICANTS TO BOARDS AND COMMISSIONS**

- 1) Council is given a copy of the applications in their weekly packet to review and consider applicant qualifications.
- 2) Council interviews applicant. Interviews are held at a City Council Meeting for the Planning Commission and Civil Service Commission. Interviews are held in a less formal area of City Hall for all other Boards and Commissions.
  - A) Each applicant will be given a timed one (1) minute to make an opening statement. The applicant may respond to questions from the Council. The applicant will then have a timed one (1) minute for any closing remarks.
- 3) Council deliberates regarding applicants and puts a motion on the floor.
- 4) Council votes for applicants:
  - A) If there are four (4) or fewer applicants the Council will cast one vote each for their desired appointee.
  - B) If there are five (5) or more applicants, the Council will cast one vote each for their two desired appointees. Only one vote per applicant is allowed. A Councilmember may choose to vote for only one applicant but will relinquish the other vote.
- 5) The votes are tallied:
  - A) If there are four (4) or fewer applicants the Clerk will announce the winner.
    - i. If there is a tie, there will be 3 re-votes for the Council to reconsider the applicants. The Council has the opportunity to deliberate between each round of re-voting.
    - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
    - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
    - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.

- B) If there are five (5) or more applicants, the Clerk will announce the two applicants who received the highest number of votes. The Council then has an opportunity to deliberate regarding the remaining two applicants. The Council will then cast one vote each for their desired appointee. The City Clerk will announce the winner.
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  - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
  - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
  - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.
- 6) A Council Member makes a motion to appoint the applicant that received the highest number of votes. The Council has the opportunity to vote unanimously to appoint the applicant using the Council Chambers electronic voting equipment.