



## CITY COMMISSION POLICY MANUAL

### Filling Commission Vacancies

**Department:**  
City Treasurer-Clerk

**Date Adopted:**  
November 26, 2002

**Last Revised Date:**  
May 13, 2026

#### 144.01 AUTHORITY

s. 5(a), Article II, Florida Constitution (Dual Office-Holding)  
§99.012(2), F.S. (Resign to Run)  
Ch. 112, Part V, F.S. (Suspension, Removal, or Retirement of Public Officers)  
§166.031(6), F.S. (Filling a Vacancy)  
§14, City Charter (Vacancies)  
§16, City Charter (Power and duties of mayor)  
§2-31, City Code (Absence from meetings)

#### 144.02 PURPOSE

To provide a process to fill vacancies on the Tallahassee City Commission, providing a method to implement Section 14 of the City Charter of the City of Tallahassee Charter.

#### 144.03 STATEMENT OF POLICY

City Commission vacancies caused by death, resignation, refusal of any member to serve, suspension or removal from office, unexcused absences per the City Code, or for any other reason, shall be filled as provided for herein.

#### 144.04 GENERAL PROCEDURES

- A.** Pursuant to Section 14 of the City Charter, the remaining members of the City Commission have not more than sixty (60) calendar days to fill each vacancy, by majority vote of a quorum of members.
- B.** If any vacancy is not filled within sixty (60) calendar days after it shall have occurred, pursuant to Section 14 of the City Charter, an appointment to fill the vacancy shall be made by the governor.
- C.** A temporary or interim commissioner must possess all of the qualifications required for an elected City Commissioner.
- D.** As soon as practicable following a vacancy, the City Treasurer-Clerk (“Treasurer-Clerk”) shall prepare a schedule of events to provide for an orderly appointment process, accounting for any weekends, holidays, or other hindrances impacting the 60-calendar-day deadline for filling the vacant seat(s). The Treasurer-Clerk shall then post or publish the schedule and public notices in compliance with the Sunshine Law, notify local media, and

solicit applications from City electors who seek appointment to the vacant seat(s). Commissioners may also solicit applications and individually discuss the vacant position with applicants.

**E.** Registered electors of the City of Tallahassee who seek appointment to the vacant seat(s) will submit to the Treasurer-Clerk, prior to the deadline specified in the schedule published pursuant to Section D above, a written request to be considered for the vacant seat(s). The applicant may include a resume and cover letter stating their reasons for interest in the appointment and summarizing their qualifications for the office sought.

**F.** The Treasurer-Clerk, or designee, shall review each application and verify, using the official records of the Supervisor of Election of Leon County, that the applicant is a qualified elector of the City of Tallahassee and meets the qualifications set forth in the City Charter and Chapter 7 of the General Code of Ordinances. Any applicant determined to be ineligible to hold the office of mayor or city commissioner pursuant to the City Charter or Election Code shall be marked as “Not Qualified,” and the basis of such determination shall be provided to the Commission.

**G.** In compliance with the schedule published pursuant to Section D above, the Treasurer-Clerk will provide each Commissioner a list of the applicants along with copies of their resumes and cover letters, along with a list of persons declared ineligible pursuant to Section F. Only electors who applied in compliance with the published deadline will be considered for the vacant seat(s). After reviewing the applicants' qualifications, the remaining members of the City Commission will submit a list of their top three (3) candidates to the Treasurer-Clerk. Each candidate will receive one point for each time their name is submitted. The five candidates (and ties, if any) with the highest point totals will be short-listed for consideration to fill the vacant seat(s). Once the Treasurer-Clerk has tabulated the scores and prepared a short list of candidates, the City Commission shall, at a public meeting thereof where public comment is taken, ratify the short-list of candidates.

#### **144.05 SELECTION PROCESS:**

The Mayor, or the Mayor Pro Tem in absence of the Mayor, shall call a second special meeting of the City Commission for the purpose of filling the vacant seat(s). The meeting shall be scheduled on one of the potential dates identified in the Treasurer-Clerk's schedule published in per s. 144.04(D) above. The selection process will be as follows:

1. Interested persons will be afforded an opportunity to offer public comment. At the conclusion of public comment, the Commission may offer an opportunity for each applicant to address the governing body.

2. Beginning with the city commissioner with the most seniority and proceeding in decreasing-seniority order to the commissioner with the least seniority, and finally to the mayor, each commissioner may place one (1) name in nomination. Seniority will be determined by number of consecutive years of service on the City Commission. If two or more commissioners assumed office on the same day, seniority shall be determined by the order in which the oath of office was administered. If any member has non-continuous service on the City Commission, only their most recent period of continuous service will be counted.

Nominations may be made only from the short-list of candidates. To be considered for the vacant seat(s), a nomination must be seconded. If the nomination is not seconded, the commissioner will not nominate another individual, except as provided under (3) below, and the process will proceed to the next-senior member's nominee, and so forth, until each member has had the opportunity to place a candidate in nomination.

3. Following the nomination process, a vote will be taken on each nominee beginning with the first person nominated. The first nominee to receive a majority of votes will be elected. If there is only one vacancy, the process shall cease. If there are two or more vacancies, the Commission will continue to vote on the remaining nominees until all vacant seats are filled.

4. If the Commission is unable fill all vacant seats through the first round of nominations, the process outlined in (1) and (2) above may be followed to nominate additional candidates for consideration from the short-list of candidates.

5. If the Commission is unable to fill the vacant seat(s) at the initial meeting, the Commission may schedule additional meetings for the purpose of filling the remaining vacant seat(s), provided such meetings occur within the 60-calendar-day deadline. The Treasurer-Clerk shall provide reasonable public notice of any such meeting(s) in compliance with the Sunshine Law. Public comment shall be taken prior to final action on any measure.

#### **144.06 MAYORAL VACANCY:**

Pursuant to Section 16 of the City Charter, if there is a vacancy in the office of Mayor, the Mayor Pro Tem shall temporarily perform all powers and duties assigned to the Mayor until a successor assumes office.

**A.** As the City Charter establishes a directly elected Leadership Mayor with expanded responsibilities and increased involvement in City activities, the person appointed to the Office of Mayor should possess a high degree of understanding of the day-to-day activities of the City. It may be difficult to find an elector with the skills and experience expected of a mayor. Therefore, a commissioner may nominate either an individual from the pool of applicants or a current city commissioner to fill the mayoral vacancy.

**B.** If a sitting commissioner accepts the nomination and is selected to fill a Mayoral vacancy, the acceptance of the Mayoral seat is deemed an irrevocable resignation of the member's regular city-commissioner seat. The Commission shall fill the then-vacated regular seat by following steps 1 through 5 in Section 144.05 of this policy by selecting an individual from the current pool of applicants or, by majority vote, may opt to begin a new appointment process to fill the non-mayoral vacancy.

#### **144.07 EXTRAORDINARY VACANCIES:**

Notwithstanding any other quorum requirements, in the event the remaining membership of the commission is reduced to less than a quorum, the remaining member or members may, by majority vote, appoint additional members in conformity with this policy.

In the event that all seats on the commission become vacant, the governor shall appoint an interim commission to serve until the next regular election.

In the event of a temporary suspension of any member per Ch. 112, Part V, F.S., the qualified elector appointed as the temporary commissioner shall serve until the member's current term expires, or until the suspended member is restored to office, whichever occurs sooner.

#### **144.08 ANTICIPATED VACANCIES:**

In the event a member of the City Commission files an irrevocable resignation pursuant to the Florida "Resign to Run" statute, that resignation shall be considered a known and anticipated vacancy. In such an occurrence, the commissioner's resignation shall prompt that seat to be placed onto the ballot at the next regularly scheduled election, and the Treasurer-Clerk shall issue written instruction to the Leon County Supervisor of Elections to that effect.

#### **144.09 ADMINISTRATION**

The Treasurer-Clerk's Office is responsible for coordinating the process.

#### **144.10 UNFORESEEABLE CIRCUMSTANCES**

In the event of unforeseeable circumstances not contemplated by these procedures, the

Treasurer-Clerk, after conferring with the Mayor and City Attorney, shall prescribe a remedy thereto in order to provide for an orderly appointment process.

**144.11 SUNSET PROVISION:**

This policy is subject to sunset review by the City Commission no later than five (5) years from the date of adoption. Revisions will become effective immediately upon City Commission approval.

**REVISIONS:**

November 26, 2002 (adopted); effective January 15, 2003.

June 10, 2009

May 13, 2026