



**MARTAVIUS D. JONES
CHAIRMAN
MEMPHIS CITY COUNCIL**

August 22, 2022

To the Citizens of District 4:

Having received the resignation of Councilwoman Jamita Swearingen effective August 9, 2022, there is a vacancy on the Memphis City Council for the District 4 seat.

The City Charter requires a vacant seat to be filled within 30 days. The City Council will fill the interim appointment according to our Rules of Procedure, Rule No. 56. A citizen of District 4 will be appointed by the City Council at a Special Called Meeting on Thursday, September 1, 2022 beginning at 10:30 a.m.

Below is the Memphis City Council's process for filling a City Council vacancy per our Rules of Procedure:

Upon notification of a vacancy on the Council, the Chairman shall request written nominations from Council members of a qualified individual(s) they would like considered for the position. Additionally, the public may nominate candidates and interested candidates shall personally submit a letter indicating their interest in the vacant seat. The name, address, and birthdate of all candidates should be included in the nominating letter. Interested candidates and nominated candidates will also be asked to provide proof of residency as described by the City of Memphis Human Resources Division. The names of the supporters of the candidates will be certified by the Shelby County Election Commission. All other information will be verified by the Council Staff.

Required documents for Proof of Residency shall be at least one (1) of the following:

- valid Tennessee driver's license or state identification
- Tennessee vehicle registration
- current Memphis Light Gas & Water bill (within the previous 30 days)

and at least two (2) of the following:

- mortgage papers or lease agreement in candidate's or spouse's name
- address section of federal tax return or tax bill for residence
- recent bank or credit union statement in candidate's or spouse's name (within previous 30 days)
- voter registration card

The signatures of twenty-five (25) registered voters residing in the Council District 4 in which the vacancy exists shall be obtained. Said signatures and proof of residency shall be submitted to the Memphis City Council Office, City Hall-Suite 514 on a form which includes a sworn, affirmative statement regarding residency of the candidate by 5:00 P.M. Monday, August 29, 2022.

The Council will make its selection at its Special Called Meeting on Thursday, September 1, 2022. During the Special Called Meeting of the Council, all nominees will be given an opportunity to deliver a speech, may be questioned by the Council, and will be voted on at the same time.


The Chairman will have the discretion to establish time limits for voting.

All citizens of District 4 interested in serving in this capacity may pick up their petition, affidavit form and proof of residency from the Memphis City Council Office, City Hall-Suite 514 no later than 5:00 p.m. on Monday, August 29th to:

Chairman Martavius Jones
Memphis City Council
City Hall
125 N. Main St.-Suite 514
Memphis, TN 38103

A map of District 4 is available on the Council's website at www.memphistn.gov/citycouncil

Sincerely,



Martavius D. Jones
Chairman

cc: All Council Members
Mayor Jim Strickland

Attachment: Council Rules of Procedure, Rule No. 56

J. VACANCIES (56)

56. Upon notification of a vacancy on the Council, the Chairperson shall request written nominations from Council members of a qualified individual(s) they would like considered for the position. Additionally, the public may nominate candidates and interested candidates shall personally submit a resume and letter indicating their interest in the vacant seat. The name, address and birthdate of all candidates should be included in the nominating letter. Interested candidates will also be asked to provide proof of residency as described by the City of Memphis Human Resources Division. Required documents for Proof of Residency shall be at least one (1) of the following: valid Tennessee driver's license or state identification; Tennessee vehicle registration; current Memphis Light Gas & Water bill (within previous 30 days), and at least two (2) of the following: mortgage papers or lease agreement in candidate's or spouse's name; address section of federal tax return or tax bill for residence; recent bank or credit union statement in candidate's or spouse's name (within previous 30 days); voter registration card. The candidate's eligibility and residency will be certified by the Shelby County Election Commission.

Signatures of twenty-five (25) registered voters residing in the Council district in which the vacancy exists shall be obtained. Said signatures and proof of residency shall be submitted to the Shelby County Election Commission on a form which includes a sworn, affirmative statement regarding the residency of the candidate by noon on the Thursday preceding the Tuesday meeting when the Council shall fill the vacancy.

During the Regular Meeting of the Council or Executive Session, all nominees will be given an opportunity to deliver a speech, may be questioned by the Council, and will be voted on at the same time. A roll call vote shall be taken with each Council member indicating the name of their choice to fill the vacant seat. Voting will begin with the Council person whose name appears first on the voting board. With each successive round of voting, the person who voted first in the previous round will vote last.

The Deputy Comptroller will tabulate the votes and inform the Chairperson of the vote count for each nominee at the conclusion of each round of voting. The procedures in the initial round will be repeated as many times as necessary until a nominee receives a majority vote of the duly sworn Council Members. Beginning at the second round of voting, a nominee receiving less than two (2) votes will be dropped from the list of nominees. After three (3) rounds of voting, the Chairperson may accept a motion to consider the top two (2) vote-getters.

The Chairperson will have the discretion to establish time limits for voting when an impasse seems likely and to table voting to the next meeting so as to not disrupt and delay normal Council business.