



## **Timeline for Filling Council Vacancy**

### **Wednesday, May 11 – Announce Council Vacancy for District B**

Promote vacancy via outlets: Website, Social Media, E-blast and Posting Boards with a deadline of Thursday, June 2, 2022.

Submit letter stating why you are interested. Also submit resume or list of experience so we know your background. Potential candidates should submit their letter of interest and resume or list of experience to Village Manager Scot Lahrmer.

### **Thursday, June 2 Submission Deadline**

Provides 3 weeks for submissions. Once the deadline passes, our office will collect and distribute the letters to council members for their consideration.

### **Monday, June 6 at 4:00 p.m. (Special Council Meeting)**

Meet to review submissions and schedule interview dates.

### **Tuesday, June 14 from 4:00 till 6:00 p.m. (Special Council Meeting – Executive Session)**

### **Wednesday, June 15 from 4 till 6:00 p.m. (Special Council Meeting – Executive Session)**

### **Thursday, June 16 from 4 till 5:00 p.m. (Special Council Meeting – Executive Session)**

Interviews with interested residents.

### **Monday, June 20 and/or**

### **Tuesday, June 21 (backup date) (Special Council Meeting)**

Deliberation and final recommendation and preparation for appointment decision on July 11.

### **Monday, July 11 Council Meeting**

Appointment of candidate by Council.