



Memorandum

To: All Members of Council
From: Vice Mayor Lane Schlessel
Date: 11/16/2015
RE: Councilperson Ward 4

Gentlemen,

Below is the procedure we will be following to fill Ward 4 vacancy that will exist January 1, 2016

1. Council will be accepting letters of intent and resumes for the unexpired term of Ward 4 Councilperson. This unexpired term runs from 01/01/2016 through December 31st, 2017. The letter of intent should highlight why the applicant is seeking this position along with why the applicant feels they are qualified for the position.
2. Letters of intent should be submitted no later the 12/4/2015. Candidates must live in Ward 4 to be considered for this vacancy.
3. All letters and resumes will be reviewed with the strongest consideration given to applicants with Lyndhurst and other community involvement. Interviews will take place the week of December 14th. Council may limit the number of interviews to candidates that it feels are most qualified based on the defined criteria.
4. The candidate that is chosen will be notified by December 30th and sworn in prior to the January 4th Council meeting.
5. Should there not be qualified, strong candidates, the process will be continued or an appointment made by the Vice Mayor.
6. Letters of intent and resumes are to be sent to: Lyndhurst City Hall, Attention Vice Mayor Lane Schlessel, 5301 Mayfield Road, Ohio 44124.