

MIDDLEBURG HEIGHTS, OHIO
GUIDELINES TO FILL AT LARGE CITY COUNCIL VACANCY

Members of Middleburg Heights City Council are accepting resumes to fill the vacancy for the council at large position. Resumes must be submitted by Friday, January 11, 2019 by 4:00 p.m. to Mary Ann Meola, Council Clerk in the Council Office on the 3rd floor of Middleburg Heights City Hall in order to be considered. Any resumes submitted after 4:00 p.m. on Friday, January 11, 2019 will not be considered. Interviews with all candidates and Council will be held at a special meeting on Tuesday, January 15, 2019 at 6:00 p.m. in the Council Chambers at City Hall, 15700 Bagley Road, Middleburg Heights, Ohio 44130. Each candidate will be given three minutes in which to discuss his/her reasons for applying and background for the position. This will be the only meeting for candidates. Please confirm your attendance by calling Mary Ann Meola, Clerk of Council, at (440) 234-8987 no later than 4:00 p.m. on Monday, January 14, 2019.

Charter Section 4.02 Qualifications

Each Councilman shall have been for at least one (1) year prior to the date of his election, and during his term of office shall continue to be, a resident of the Municipality, as well as his ward, if elected as a Ward Councilman, and a qualified elector thereof. He shall hold no other public office with the City of Middleburg Heights, nor be employed by the City of Middleburg, nor shall he hold any other public office or employment the duties of which would constitute a conflict of interest as defined by Section 17.07 of this Charter.

Charter Section 4.05 Vacancies

Wherever the office of a Councilman shall become vacant for any reason the vacancy shall be filled by a majority vote of all the remaining members of the Council. Any vacancy in an office of a Councilman representing a ward shall be filled from that ward. Any vacancy in the office of the President of Council shall be filled by a Councilman.

In the event that Council fails to fill a vacancy in the office of Councilman within thirty 30 days from the date of such vacancy the Mayor shall fill it by appointment. Each Councilman so elected or appointed to fill such vacancy shall hold office for the unexpired term of the member, or until his successor is elected and qualified.

If you have any questions regarding this process, please contact Mary Ann Meola, Clerk of Council at (440) 234-8811