



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** LB 22-026, **Version:** 1

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**DATE:** December 13, 2022

**TO:** Mayor and City Council

**FROM:** City Clerk, City Attorney, and City Manager

### **SUBJECT**

Council Vacancy Process: Adopt a Resolution Approving a Process for Filling a Two-Year Term City Council Vacancy

That the Council adopts a resolution (Attachment II) affirming a process for filling the unexpired term of Council Member Mark Salinas; and calls for a Special Election if appointment process is unsuccessful.

### **SUMMARY**

The recent November General Municipal Election encompassed two races for vacancies for three positions on the Hayward City Council: Mayor and two (2) Council Members. Council Member Salinas will take his seat as Mayor effective December 13, 2022, which will create a two-year vacancy on the Council. Section 501 of the City's Charter requires that the Council either fill the vacancy or proceed with a special election within 30 days following the occurrence of the vacancy. This report outlines the suggested process for appointing a Council Member to fill the anticipated vacancy resulting from Council Member Salinas becoming Mayor. The new Council needs to make a decision this evening regarding conducting an appointment process or calling for a special election.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Sample Application Form