


CITY OF CORAL GABLES

M E M O R A N D U M

TO: Vice Mayor and City Commissioners
FROM: Mayor Vince Lago 
CC: City Manager, City Attorney, City Clerk
RE: Process for consideration of candidates to fill Commission Group Number IV
DATE: November 3, 2022

As all of you know, on November 22, 2022, there will be a vacancy on the City Commission. Pursuant to Article I, Section 1 of the City Charter, “[w]ithin 30 days after a vacancy occurs on the Commission, the remaining Commissioners shall elect a Commissioner fill the vacancy until the next general biennial election.” Accordingly, the seat must be filled by December 22, 2022. Since the City Commission only holds one (1) regularly scheduled meeting in the month of December, the City Clerk will be placing an item on the December 13, 2022, City Commission meeting agenda in order to fill the vacancy. In accordance with Section 3, Article I of the City Charter, members of the City Commission shall be residents of the City for at least one (1) year prior to serving.

The Charter is silent on a process to consider individuals for that appointment. I therefore recommend the process below for your consideration.

Anyone interested in being considered for appointment should submit proof of residency, a resume, and a brief statement detailing why he/she would like to serve and why he/she is qualified to do so. Said documents should be submitted to the City Clerk by 5 p.m. on Tuesday, November 29, 2022. The Clerk should then forward all submittals to the members of the City Commission for review and approval of an appointment at the December 13th City Commission meeting.

Despite the process set forth above, the City Commission reserves right to appoint individuals whom they believe are qualified to serve until the April 2023 election. A Commissioner wishing to nominate an individual for appointment may do so verbally at the December City Commission meeting at which point the remaining Commissioners may consider that nomination and may approve an appointment by a majority vote of the Commission.