

**AGENDA  
LEBANON CITY COUNCIL  
JULY 24, 2019**

**9. NEW BUSINESS:**

**9.D – DISCUSSION: PROCESS FOR FILLING VACANT CITY COUNCIL SEAT**

**BACKGROUND**

With the resignation of Councilor Smith, a vacant Council seat has been created for Ward 2.

The process for filling a vacancy on the City Council is listed in the City Charter, Section C419:16 The Council, which reads as follows:

*“The entire administration of all fiscal, prudential and municipal affairs of the City of Lebanon shall, except as otherwise provided, be vested in a City Council of nine Councilors, elected as provided in Section 7. Vacancies occurring in the office of councilor at any time after the election of a candidate thereto, and from a failure to elect thereto, shall be filled by the remaining councilors, who by majority vote and within thirty days, shall appoint some qualified person to fill the vacant seat until the next municipal election, at which time a councilor shall be elected to fill the unexpired term. The office of any ward council member shall be deemed vacant if he/she takes up residence in any ward other than the one from which he/she was elected. The city clerk shall act as clerk of council.”*

Councilor Smith’s effective date of resignation is July 24, 2019, therefore, based on the Council’s regular meeting schedule, the Council has until August 21 to fill his seat. The term will be from the date appointed by the Council until the March 2020 municipal election.

Administration is proposing the following process to assist the Council with filling the seat: (Please note that an application currently exists on the website which can be utilized for this process – copy of application is attached for your reference.)

- Post a Newsflash to the City’s website on Thursday, July 25 announcing that applications are open and will be accepted until Sunday, August 4<sup>th</sup>.
- Advertise vacancy and application process in the Valley News (Planned run time: Friday, July 26 thru Monday, July 29)
- Applications will be compiled Monday, August 5<sup>th</sup> and presented to the Council at the August 7<sup>th</sup> meeting. No action will take place on August 7<sup>th</sup>.
- City Clerk will notify interested applicants that they qualify/do not qualify for the seat and qualified applicants will be asked to attend the August 21<sup>st</sup> Council meeting.
- Nominations will be put forth and voted on at the August 21<sup>st</sup> meeting and the new Councilor will be sworn in by the City Clerk.

**ACTION**

*No Council action is required; item is for discussion purposes only.*

**Included in this Section:**

1. July 11, 2019 Resignation of Councilor Smith
2. Application for Council Seat

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**RECEIVED-CITY MANAGER**

Jul 15, 2019

**LEBANON, NH**

Shane Smith  
21 Hough Street  
Lebanon, NH 03766

July 11, 2019

Mayor Tim McNamara  
Lebanon City Council  
c/o Lebanon City Hall  
e51 N Park Street  
Lebanon, NH 03766

Dear Mayor McNamara:

It is with regret that I tender my resignation from the Lebanon City Council effective July 24, 2019.

I am grateful for having had the opportunity to serve the City of Lebanon for the past two plus years, and I offer my best wishes for its continued success.

Sincerely,



Shane Smith  
Ward 2 City Councilor

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### Board Member Application

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# Board Member Application

City of Lebanon board / committee member application.

## Basic Requirements

- Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)
- Willingness to learn
- Commitment to attend meetings
- Treat people fairly
- Consider the best interest of the community as a whole when making decisions
- Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.

**First Name\***

**Last Name\***

**Physical Address\***

**City\***

**State\***

**Zip Code\***

**Is this your mailing address?\***

Yes

No

**Home Phone Number\***      **Work Number**

**Email Address\***

**How long have you resided in Lebanon?**

This will not necessarily reflect on your possible appointment.

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**Is this an application for re-appointment?\***

This application is for re-appointment.

This application is not for re-appointment.

**For which board, committee, or commission are you applying?\***

Arts and Culture Commission

Board of Assessors

Board of Cemetery Trustees

City Council

Class VI Roads Advisory Committee

Conservation Commission

Downtown Lebanon TIF Advisory Board

Economic Development Commission

Heritage Committee

Lebanon Energy Advisory Committee

Library Board of Trustees

Pedestrian and Bicycle Advisory Committee

Planning Board

Steering Committee for Implementation of Master  
Plan

Zoning Board of Adjustment

Other (please fill in blank)

**Other Committee**

## Qualifications for City Council\*

Per City Charter Sections [C419:16](#) and [C419:18](#), the following are mandatory qualifications to serve as a member of Lebanon City Council.

I certify that I have been a Lebanon resident for 2 or more years AND that I am a registered Lebanon voter.

### In which ward do you reside?\*

Unless you are applying for a councilor at-large seat, you must reside in the ward boundary of the council seat for which you are applying. You can use our [Find Your Ward](#) tool to find your ward.

Ward 1

Ward 2

Ward 3

### Why would you like to serve?\*

**State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.\***

### Certification\*

I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Receive an email copy of this form.