



Councilmember Appointment Timeline & General Information

Thank you for your interest in serving the community as a member of the Palouse City Council. The timeline for filling the Council vacancy is as follows:

May 9, 2025 | Applications due by 5 PM

May 13, 2025 | Candidate Interviews, Council Vote, and Swearing-In
(Meeting is at 7 PM in Palouse City Hall: 120 East Main St.)

<p>Please submit the following items:</p> <ul style="list-style-type: none"><input type="checkbox"/> Application<input type="checkbox"/> 1-page cover letter indicating your interest and general qualifications for the position.<input type="checkbox"/> A resume of no more than 3 pages.<input type="checkbox"/> Answers to the Supplemental Questions of no more than 3 pages.	<p>For further information, contact:</p> <p>Misty LaFollett, City Administrator (509) 878-1811 cityadmin@palousewa.gov</p> <p>Applications can be dropped off at Palouse City Hall (120 East Main St.) or e-mailed to: cityadmin@palousewa.gov.</p>
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Councilmember Eligibility & Requirements

To be eligible for appointment to the Palouse City Council you must be a resident of Palouse and a registered voter in the City of Palouse.

If you hold, participate in, or are involved in any contract(s) with the City of Palouse, or if you hold any other elected public office, please explain in your cover letter.

If you are appointed to the vacant position by a majority vote of the City Council, your term will expire after the results of the November 2025 general election have been certified.

Once a Councilmember application is filed with the City, it is a public record available to the public.

The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be presented as part of the Council's May 13 meeting packet.

City Council Duties & Compensation

The City of Palouse operates under a Mayor-Council form of government and the seven-member City Council serves as the legislative body of the City and is responsible for setting legislative policy, adopting the annual budget, adopting laws (City code), determining the services to be provided, and the funding levels for those services.

The duties of a City Councilmember will likely involve an average minimum commitment of 10 hours monthly for constituent relations, preparation, participation, and attendance at various meetings and community activities. Councilmember duties include, but are not limited to:

- Attendance is required at City Council meetings on the second and fourth Tuesdays of each month from 7 PM until adjournment. From time-to-time a special City Council meeting may be called.
- Each Councilmember also is appointed to serve on 2-3 committees which meet as needed and at such days and times as the committee determines.
- Councilmembers may serve as liaisons to various regional boards or commissions as appointed by the Mayor or Council, and to represent the City Council at various community functions.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Palouse is a member, or for training purposes. Travel expenses are reimbursed in accordance with City policy and subject to the Council's budgetary limit.

The Councilmember salary is \$60 monthly and includes no fringe benefits.

Speech Questions

Each candidate will have up to 5 minutes to speak to the Council. Answers to the following questions should be addressed in your speech at the Council meeting on May 13, 2025 at 7 PM:

1. Why do you want to serve on the City Council?
2. What experiences, talents, or skills do you bring to the Council and community that you would like to highlight?
3. Are there any community issues in which you have a particular interest or expertise?

The Council may ask additional questions of candidates during your speech.



PALOUSE WASHINGTON

APPLICATION FOR APPOINTMENT TO PALOUSE CITY COUNCIL

Applicant Name _____

Residence Address _____

Home Phone _____ Cell Phone _____

E-mail Address _____

☐ I certify that I am a resident and registered voter in the City of Palouse

Applicant Signature

Date

Supplemental Questions

Please respond in writing to the following questions regarding your interest in the position of Councilmember for the City of Palouse, using no more than 3 pages total:

1. Why are you interested in serving as a City of Palouse Councilmember?
2. What strengths would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address?
4. Briefly describe your current/past community involvement on clubs, associations, nonprofits, boards, commissions, etc., and how this experience would benefit the City of Palouse.
5. What do you consider the primary roles of a member of the City Council?
6. As a Councilmember, your only legal authority is the ability to cast one of seven votes. What is your philosophy of how to build consensus or majority support for a program, service, or regulation?
7. Is there anything else you would like to add that would help us get to know you a little better?

Please return this form, your cover letter, resume, and answers to the supplemental questions to Palouse City Hall, 120 East Main Street no later than 5 PM on May 9, 2025. E-mailed applications are acceptable - send to cityadmin@palousewa.gov. The candidate is responsible for assuring delivery. ***Applications received after 5 PM will not be considered.***