

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA ESTABLISHING THE PROCEDURE FOR ACCEPTING NOMINATIONS AND SELECTING AN APPOINTMENT TO FILL THE VACANT DISTRICT 5 CITY COMMISSION SEAT, PURSUANT TO SECTION 2-31 OF THE CODE OF ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a permanent vacancy occurred in the office of City Commissioner for District 5 on November 19, 2025; and

WHEREAS, Section 2-31(b) of the Code of Ordinances requires the City Commission, within fifteen (15) days of the occurrence of a permanent vacancy, to appoint an eligible person to serve until an election is held or until the end of the term; and

WHEREAS, Section 2-31(b) further requires the City Commission to establish, by resolution, a procedure for the nomination and selection of the person to be appointed; and

WHEREAS, the City Commission in Resolution No. 95-517 established general rules of procedure, as well as rules of procedure for nomination and selection; and

WHEREAS, the City Commission has convened a duly noticed Special Meeting on November 24, 2025, to set forth the procedure for the December 2, 2025 City Commission meeting, where said nominations will occur and appointment will be made;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That, pursuant to Section 2-31.- *Vacancy in office.* of the Code of Ordinances of the City of Key West, Florida, the City Commission hereby adopts the following procedures for accepting nominations and selecting an appointment to fill the vacant District 5 City Commission seat of the City of Key West, Florida:

"Section 1. Acceptance of Applications.

A. The City Clerk is hereby directed to open an application period for eligible residents seeking appointment to the vacant District 5 seat.

B. Applications, as attached and incorporated herein as Exhibit A, shall be made available immediately and accepted until 5:00 p.m. on November 28, 2025.

C. Each application must include the Affidavit of Residency, attached and incorporated herein as Exhibit B, demonstrating eligibility under the City Charter and Code of Ordinances.

Section 2. Publication and Distribution.

A. The City Clerk and City Manager shall publish notice of the application period on the City's website and by any additional reasonable means.

B. Upon close of the application period, the City Clerk

shall distribute all timely submitted applications to the City Commission.

Section 3. Nomination Procedure.

A. Nominations of eligible persons shall occur at the morning session of the regularly scheduled City Commission meeting on December 2, 2025.

B. Each member of the City Commission may nominate one or more eligible person(s) for consideration. Nominees need not be limited to the pool of applicants.

C. No second shall be required for a nomination.

Section 4. Commissioner's Interviews.

A. The Mayor and each City Commissioner are encouraged to conduct applicant interviews, at their discretion, prior to the December 2, 2025, City Commission meeting.

Section 5. Selection of Appointee.

A. The City Commission adopts and shall follow the rules of procedure relating to nomination and selection as set forth in Section 2 of Resolution No. 95-517, attached and incorporated herein as Exhibit C.

B. Prior to accepting nominations, the Mayor shall ensure that all members of the public and all applicants are provided three minutes to address the commission, if they choose."

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2025.

Authenticated by the Presiding Officer and Clerk of the Commission on the _____ day of _____, 2025.

Filed with the Clerk on _____, 2025.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner District 5	_____
Commissioner Sam Kaufman	_____

DANISE HENRIQUEZ, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK