

Introduced by: \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PASADENA ADDING CHAPTER 2.10 TO ARTICLE I OF TITLE 2 OF THE PASADENA MUNICIPAL CODE REGARDING THE CITY COUNCIL VACANCY APPOINTMENT PROCESS WHEN A VACANCY OCCURS IN A CITY COUNCIL DISTRICT SEAT WITH LESS THAN TWO YEARS REMAINING ON AN UNEXPIRED TERM**

The People of the City of Pasadena ordain as follows:

**SECTION 1.** Pasadena Municipal Code, Article I, Title 2 (Organization and Administration), is amended by adding Chapter 2.10 (City Council Vacancies) as follows:

**CHAPTER 2.10 – CITY COUNCIL VACANCY APPOINTMENT PROCESS.**

**2.10.010 – Scope.**

A. This Chapter provides the procedure for conducting an appointment process for a vacancy occurring on the City Council in a Council District seat with less than two years remaining on the unexpired term, pursuant to and in accordance with City Charter Section 404.

B. The City Clerk’s Office shall administer the application process; issue application materials and nomination petitions to qualified resident voters of the vacant Council District; receive and process submitted applications and nomination petitions; verify and determine the sufficiency of submitted nomination petitions; and certify the eligibility of each applicant interested in serving in the appointed position.

**2.10.020 – Notice of Vacancy.**

A. In the event of a vacancy that occurs in a Council District seat with less than two years remaining on the unexpired term, in accordance with City Charter Section 403, at the next meeting following the vacancy occurrence, the City Clerk shall submit to the City Council a declaration of vacancy to be approved by five affirmative votes of the City Council.

B. Following City Council approval of the declaration of vacancy, the City Clerk shall prepare a Notice of Intention to Fill a Vacancy by appointment for a Member of the City Council. The Notice shall provide certain details regarding the Council

District vacancy, including the remaining term of service for the appointment, the requirements for applicants to qualify for consideration of appointment, deadline for submitting completed materials, and any other relevant details in relation to the appointment and serving in an appointed capacity on the City Council.

C. The Notice shall be circulated widely in the vacant Council District, published in local newspapers at least twice during the application period, distributed via email through established City correspondence channels, posted prominently on the City's webpage, sent to neighborhood and community organizations in the vacant Council District, and announced at public meetings of the City Council and City boards and commissions.

**2.10.030 – Applicant Requirements and Application Procedure.**

A. To qualify as an eligible applicant, applicants shall:

1. Be a resident and registered voter of the vacant Council District at the time nomination and application materials are issued by the City Clerk's Office; and

2. Provide proof of residency within the City of Pasadena at least thirty (30) days immediately preceding the declaration of vacancy.

B. All applicants shall complete and submit an official application and nomination petition to be issued by the City Clerk's Office.

1. The application shall provide specific details related to qualifications to serve as a Councilmember, including civic experience in the City, qualifications, and relevant background.

2. The nomination petition shall be completed in substantial compliance with City Charter Section 1203, with each applicant required to obtain the signatures and addresses of not less than twenty-five (25) qualified registered voters from the same Council District that the vacancy occurred in support of the applicant's appointment to the City Council.

C. All qualified applicants shall be invited to attend a public meeting of the City Council to participate in an interview process with the City Council. Applicants shall be sequestered in an alternate location from the public meeting during interviews of other applicants so as not to hear other interviews, but shall be invited to observe the

City Council's deliberative process and the appointment vote following the completion of all interviews.

D. Upon the affirmative vote of at least five (5) members of the City Council to appoint one of the qualified applicants to serve as an appointed member of the City Council, the Mayor shall declare the results of the appointment, and the City Clerk shall administer the Oath of Office to the newly appointed Councilmember who shall serve the remainder of the unexpired term.

**SECTION 2.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published in full text.

**SECTION 3.** This ordinance shall take effect immediately upon its publication.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Victor Gordo  
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of the City of Pasadena at its meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Date Published:

\_\_\_\_\_  
Mark Jomsky  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Amanda M. Cusick  
Assistant City Attorney