

### **Mayor-Council Form of Government**

The mayor-council form consists of a mayor elected at-large, who serves as the city's chief administrative officer, and a separately elected council (elected either at-large or from districts) which serves as the municipality's legislative body. This separation of powers is based on the traditional federal and state models in the United States.

### **Mayor and Councilmember**

A candidate for City Council must be a:

- Resident of Edgewood for at least one year
- Registered voter in Edgewood (*to register to vote, you must be a citizen of the United States, a legal resident of Washington State and at least 18 years old by Election Day*)

### **What are the primary election requirements?**

Candidates will need to pay the filing fee online with a credit card, or pay cash, or check in-person. Your name will not appear on any official lists as a candidate for office until your Declaration of Candidacy is approved and your filing fee is paid. All candidates must provide a valid email address. The general election is in November, but the Primary Election Day is in August. If no more than two people file for a position, there is no primary election for that position.

### **What are the November election procedures?**

Mayor and Councilmembers are elected by registered voters of the city. Newly elected Mayors and Councilmembers take office at the first Council meeting of the next year (following certification of election results by the Pierce County Elections Officer).

### **What is the compensation?**

Edgewood City Council established a salary commission for the purpose of setting the salaries of the City of Edgewood Mayor and City Council. The Mayor and Councilmember [salary schedules](#) are filed with the City Clerk and are subject to a referendum in the same manner as a city ordinance. As required by law, a referendum petition must be filed with the City Clerk within 30 days from the Salary Schedule's official filing date. If a valid referendum petition is filed, the salary increases, or decrease will not go into effect unless approved at the referendum election.

### **What is the Mayor's Role?**

The Mayor is responsible for carrying out the policies adopted by the City Council. The Mayor attends and presides over council meetings but does not vote, except in the case of a tie. Certain rules apply for Mayoral tie-breaking authority and veto power under [RCW 35A.12.100](#) and [RCW 35A.12.130](#). The Deputy Mayor serves in the Mayor's absence.

### **How is the Deputy Mayor selected and what are the roles of the Deputy Mayor?**

Biennially at the first meeting of the Council the Mayor will entertain a motion for "nominations" for a Councilmember to serve as Deputy Mayor. The Deputy Mayor serves in the Mayor's absence but does not in any way abridge their right to vote on matters coming before the Council at such meeting.

### **What is the purpose of Council position numbers?**

Washington State election law require that if more than one position with the same name (Councilmember) and district number (Edgewood) will be voted upon during an election, the positions to be filled shall be designated by number. This means that candidates must file for a specific position on the Edgewood City Council. Positions 1, 2, and 7 are on the ballot in the same year and positions 3, 4, 5, and 6 are on the same ballot two years later.

### **What are the Mayor and Councilmember Terms and Term Limits?**

Mayor and Councilmembers are elected to a term of four years. No person shall be allowed to serve on the City Council<sup>1</sup> or office of Mayor<sup>2</sup> for more than two consecutive four-year terms.

### **How often does the City Council meet?**

Regular Council meetings are held the second and fourth Tuesday of each month at 7:00 pm at the City Hall Council Chambers and via Zoom. Study Sessions are held the first, third and (if applicable) fifth Tuesday of each month at 7:00 pm at the City Hall Council Chambers and via Zoom. Special Meetings are called as needed. The meeting schedule and start-times are subject to change. The Council also meets for annual Strategic Planning Sessions for goal setting and long-range planning purposes as well as annual Budget Retreat for the financial planning, control and evaluation of the city revenue spending.

### **What time commitment is required?**

The duties of a Councilmember involve an average minimum commitment of 20-30 hours per month for preparation, participation, and attendance at meetings (regular, study sessions and special City Council meetings, Council subcommittee meetings, City board and commission meetings, community meetings and committee meetings for regional appointments). Prospective candidates are encouraged to contact a current Councilmember to ask what the experience is like and what is involved.

### **How are vacancies filled when a Councilmember leaves prior to the end of his or her term?**

In case of a vacancy, the remaining Councilmembers will appoint someone to fill the vacancy until the next regularly scheduled election pursuant to [RCW 42.12.070](#) and as outlined in the City Council Rules of Procedure. The Council will publish a notice of the vacancy, the procedure by which the vacancy will be filled, and the application form on the City's website and distribute the information through other media channels. Interviews of candidates will take place during a meeting open to the public.

### **Edgewood Offices Subject to Election in 2025**

<b>Office</b>	<b>Current office holder</b>
Council Position No. 3	Christie Keith
Council Position No. 4	Rosanne Tomy <sup>1</sup>
Council Position No. 5	John West <sup>1</sup>
Council Position No. 6	Erica Buckley

### **Important Dates**

Candidate Filing	Monday, May 5 through Friday, May 9, 2025
Deadline to Withdraw	Monday, May 12, 2025, at 5:00 pm
Primary Election	Tuesday, August 5, 2025
General Election	Tuesday, November 4, 2025
First City Council Meeting	Tuesday, January 9, 2024

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<sup>1</sup>[EMC - 2.10.010](#) Limiting councilmembers to serving two consecutive four-year terms.