

# CITY OF MILLINGTON

## CITY OF MILLINGTON ALDERMAN VACANCY Procedure/ Timeline

- **Monday, January 13:** Vacancy Declared at BMA Meeting (must be filled by February 12, 2025)
- **Tuesday, January 14:** City Opens Application for Alderman Vacancy
  - Applicants Submit: Resume, Cover Letter, and Proof of City of Millington Residency (Drivers License or Water Bill) to [k.findley@millingtontn.gov](mailto:k.findley@millingtontn.gov)
- **Tuesday, January 21:** Application Closes
- **Thursday, January 24:** Qualified Applicants are Sent to Aldermen for Ranking. Top three will be interviewed.
  - Aldermen to send rankings to Attorney Lawson by EOD Tuesday, January 28.
- **Friday, January 31:** 2/6 Work Session/ Special Called Meeting Announced
- **Thursday, February 6:**
  - City Work Session to Conduct Interviews if Needed.
  - Special Called Meeting to Fill Vacancy
- **Friday, February 7:** Mayor, City Manager, Attorney, Planner, and City Clerk Provide Onboarding for new Alderman before Meeting
- **Monday, February 10:** Swearing in of new Alderman before regularly scheduled BMA Meeting

