

**EXHIBIT A**  
**PROCEDURE FOR FILLING VACANT MAYORAL SEAT**  
**OF THE CITY OF GOLDSBORO**

1. After the creation of a vacancy for Mayor, such being effective June 15, 2021, the City Clerk will immediately cause the vacant seat to be advertised in *The Goldsboro News-Argus* and on the City of Goldsboro's Web Site indicating the appointment process and the following eligibility requirements as described in Article VI of the North Carolina Constitution and the City of Goldsboro's Code of Ordinances Section 3:5:
  - A. Be a qualified voter in the City of Goldsboro.
  - B. Be at least 21 years of age and not adjudged a felon not having had their rights restored.
  - C. Currently live within the City of Goldsboro and having done so for at least the past thirty (30) days.

Interested citizens meeting these requirements can pick up the application form from the City Clerk's office in the City Hall at 200 N. Center Street, Goldsboro, NC. Any potential applicant is encouraged to check the City of Goldsboro boundaries while at City Hall to make sure they reside within the city before submitting an application. Completed applications must be returned to the City Clerk's office by 5:00 p.m. on Friday, July 23, 2021. **Applications not received by that date will not be considered (placing it in the mail by then does not constitute receipt by the City unless it is in the physical custody of the staff of the office of the City Clerk, located within the City Manager and Mayor's offices, 2<sup>nd</sup> floor, by 5:00 p.m. on Friday, July 23, 2021).**

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the envelopes and verify that each meets the qualifications addressed above. They will forward copies of the contents to each member of the City Council by 5:00 p.m. on Friday, July 23, 2021. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council. Applicants are advised that the applications and therefore any information provided on the said applications is subject to disclosure upon a proper public records request.
3. The City Council at the regular City Council meeting scheduled for August 2, 2021, will hear presentations by each qualified applicant. Each applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision for Goldsboro.
4. At the August 16, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only.
5. The ballots shall be passed to the City Clerk who will announce the vote by reading aloud each ballot with the name and vote of the Mayor and each council member.

6. If any candidate receives at least 4\* total votes on the ballots, that person is “appointed” and shall fill the seat.
7. If no candidate gets more than 3\* votes, then the 2 applicants receiving the most votes will advance to a second ballot, in the same format as the first round.
8. However, if as a result of said initial vote there is a tie that occurs between two or more candidates making it such that there are not only 2 applicants with the most votes, then if there is one applicant that receives the most votes, that applicant will move to the next round of voting, and the council will then by ballot vote on the remaining other applicants so tied and the applicant between those such applicants that receives the highest votes will move to the second round of voting.
9. If, however as a result of the first round of voting 3 applicants are tied with two votes each, then a new ballot will be issued by the Clerk to the council members with those 3 applicants thereon, the council shall vote, and follow the above procedures until there are 2 candidates with the greatest number of votes; BUT if one of those 3 receive at least 4\* votes during that round of voting, then that person would be “appointed” and shall fill the seat.
10. Each round of balloting and voting shall be conducted exactly as the first round.
11. Once any candidate gets at least 4\* votes, that person is the choice, and may be sworn in at the beginning of the next Council meeting.
12. At any time, if no candidate has received at least 4\* votes, the Council, upon proper motion, second and majority vote, may suspend the selection process, and return to further consideration of filling this vacancy at Council’s next meeting.
13. Additionally, at any time during the appointment process, upon motion, second and majority vote, the Council may vote to delay the vote on appointment to another date; and may re-open the application process to consider other interested candidates and shall set application deadlines consistent with the process above.
14. \*If one of the candidates is a sitting Councilmember, that Councilmember should be excused from voting as a result of the conflict of interest based upon a financial interest as the Mayor is paid more than the other Councilmembers, then that member should not be allowed to vote for himself; and therefore, a motion to excuse would be required. Then, only 3 votes for a candidate would be required, rather than 4, as 3 would be the majority of those remaining qualified to vote, i.e. 5. If two of the sitting Councilmembers are candidates, then the same applies to their rights to vote, and the same number of affirmative votes, i.e. 3, would be required for the election of a candidate.