



**APPLICATION PACKET
FOR APPOINTMENT TO
McCLEARY CITY COUNCIL**

APPLICATION FOR APPOINTMENT TO CITY COUNCIL

Thank you for your interest in serving the community as a member of the McCleary City Council.

The timeline for filing in the Council vacancy is as follows:

- **Wednesday, September 16, 2026:** applications due by 4:00 p.m.
- **Wednesday, September 23, 2026:** candidate introductions and council vote 6:30p.m.

To be considered, your application must be completed and received by City Hall **no later than 4:00 p.m. on Wednesday, September 16, 2026**. Applications received after 4:00 p.m. will not be considered.

Please submit the following items:

- **Application**
- **Cover letter:** A one-page letter indicating your interesting and general qualifications for the position
- **Resume** of no more than three pages.
- **Answers to the Supplement Questions** of no more than three pages total.

ELIGIBILITY, REQUIREMENTS, & PUBLIC DISCLOSURE

In order to hold any elective public office in Washington State, a person must meet the following requirements:

- **Be a US citizen**
- **Be 18 years of age or older**
- **Be a registered voter**
- **Be a resident of McCleary for at least 1 year ([RCW 35A.12.030](#))**

If you hold, participate in, or are involved in any contract with the City of McCleary, or if you hold any other public office, please explain in your cover letter.

If you are appointed to the vacant position, you will serve until the next general election.

Once a Councilmember application is filed with the City, it becomes public record and is available to the public.

The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be included in the Council's September, 23, 2026 Council meeting packet.

If appointed, you will be required by State law to file a financial disclosure statement with the Washington Public Disclosure Commission ([Washington State Public Disclosure Commission \(PDC\)](#)).

COUNCIL DUTIES & COMPENSATION

The five-member City Council serves as the legislative body for the City of McCleary. The Council is responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

- Attendance is required at City Council meetings which are held on the 2nd and 4th Wednesdays of each month at 6:30 p.m. From time to time, the Council or Mayor may call a special meeting or workshop as needed. Councilmembers also serve on Council Committees such as Public Safety, Public Works, Finance, or Policy.

The Councilmember's salary is **\$100.00 per month** and does not include any benefits.

INTRODUCTION SPEECH

On Wednesday, September 23, 2026, at 6:30 p.m., each candidate will have up to 5 minutes to introduce themselves to the Council. Please answer the following questions in your introduction:

1. Why do you want to serve on the Council?
2. What experiences or skills do you bring to the Council and Community you would like to highlight?
3. Are there any issues in which you have an interest or expertise?
4. How do you view the role of a Councilmember?
5. How do you plan to work with other Councilmembers on community issues?

The Council may ask additional questions of candidates during the introduction.

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APPLICANT INFORMATION

(Please type or print)

Applicant Name_____

Address_____

Home Phone_____ Work Phone_____

Email Address_____

COVER LETTER & RESUME

Please submit a one-page cover letter and a resume of not more than 3 pages along with this application.

SUPPLEMENTAL QUESTIONS

Please respond in writing to the following questions using no more than 3 pages total:

1. Why are you interested in serving as a McCleary Councilmember?
2. What strengths would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address?
4. Briefly describe your current/past community involvement and how this would benefit the City?
5. What do you consider the primary roles of a City Councilmember?
6. Is there anything else you would like to add to help us get to know you better?

Please return this form, your cover letter, resume, and answers to the supplemental questions to McCleary City Hall at 100 S. 3rd Street or via email at juliep@cityofmccleary.com no later than 4:00 p.m. on Wednesday, September 16, 2026. Applications received after this time will not be accepted.

The application and any correspondence should be addressed to:

Julie Pope, Clerk-Treasurer
City of McCleary
100 S. 3rd St.
McCleary, WA 98557