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SECRETARY OF STATE

LOUISVILLE METRO COUNCIL  
CLERK'S OFFICE

TO: Jeremy Foster  
Office of the Secretary of State – Michael Adams  
[Jeremy.Foster@Ky.gov](mailto:Jeremy.Foster@Ky.gov)

Ronnie Weedman  
Office of Jefferson County Clerk – Bobbie Holsclaw  
[RWeedman@jeffersoncountyclerk.org](mailto:RWeedman@jeffersoncountyclerk.org)

FROM: Sonya Harward, Clerk of the Metro Council *SH*  
[Sonya.Harward@LouisvilleKy.gov](mailto:Sonya.Harward@LouisvilleKy.gov)

DATE: February 22, 2023

RE: Official Notice of Vacancies on the Louisville Metro Council

Dear Mr. Foster and Mr. Weedman,

Attached is the official notification of the vacancy on the Louisville Metro Council for District 8 Council Member Cassie Chambers Armstrong.

If you need additional information, please do not hesitate to contact me.

## NOTICE OF VACANCY OF THE LOUISVILLE METRO COUNCIL DISTRICT 8 SEAT

February 22, 2023

Louisville Metro Council

**Vacancy:** Metro Council Rule 10.01 states that "[i]f a Member seeks to resign the office of Council Member, said Member shall tender a written resignation to the President with a copy to the Clerk." Pursuant to this Rule, the resignation of Council Member Cassie Chambers Armstrong was tendered and received on February 22, 2023, to be effective that day. Under KRS 67C.103(12), the vacancy occurred in Metro Council District 8 as of the date of her resignation.

The Metro Council District 8 vacancy will be filled pursuant to KRS 67C.103 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53061>) and Metro Council Rules (<https://louisvilleky.gov/metro-council/document/metro-council-rules-amended-july-28-2022>).

**Qualifications:** KRS § 67C.103(12) states that in the event of a vacancy, the Metro Council "shall elect a qualified resident of the council district not later than thirty (30) days after the date the vacancy occurs." KRS 67C.103(6) defines a **qualified person** as being "at least eighteen (18) years old, a qualified voter, and a resident within the territory of the consolidated local government and the district that he or she seeks to represent for at least one (1) year immediately prior to the person's election."

**Submissions:** Any person interested in filling the Metro Council District 8 seat, and who meets the criteria stated above in KRS 67C.103(6), should send a resume and a completed application (link below) to the Metro Council Clerk no later than 5:00 p.m. on Friday, March 3, 2023, via email, registered mail, or certified mail (see Metro Council Rule 10.08 below). Resumes and applications sent via email will receive confirmation of receipt from the Clerk. Please include all contact information on the resume.

Link to application: <https://louisvilleky.gov/metro-council/document/metro-council-vacancy-application-form> or <https://louisvilleky.gov/government/metro-council/metro-council-clerk>.

Metro Council Rule 10.08: "Within seven (7) business days after a vacancy shall have occurred on the Council, qualified persons interested in being appointed to the vacant seat pursuant to Kentucky Revised Statutes shall submit both (1) a resume and (2) a completed application form to the Clerk of the Council. The application form shall be available on the website of the Clerk of the Council. The date and time submitted will be determined by the date and time on the email, the date and time the person enters the Clerk's office, or the date on the postmark via United States Postal Service. All submissions by mail shall be sent by registered or certified mail, and must be received in the Clerk's office within four (4) business days after mailing."

**Timeline:** The Metro Council will review all resumes submitted by the deadline described above, and will notify the Clerk of any applicant they wish to interview. Interviews will be conducted at a special meeting of the Committee of the Whole on Monday, March 13, 2023, at 4:00 p.m. The Metro Council will fill the vacancy from among the qualified applicants at the regular meeting of the Metro Council on Thursday, March 16, 2023, at 6:00 p.m.

**Term:** The person receiving the vote of the majority of the remaining Council Members shall be appointed to fill the vacancy of the Metro Council District 8 seat until certification of the results of a special election to fill the remainder of the unexpired term. The special election will be held on the date of the next regular election, November 7, 2023. (See Metro Council Rules 10.09, 10.10, and 10.11 KRS 67C.103(12); Kentucky Constitution Sec. 152.)

Sonya Harward, Metro Council Clerk

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