



NOTICE:

ROMULUS CITY COUNCIL

SPECIAL MEETING – STUDY SESSION

Monday, December 22, 2025

The Romulus City Council will hold a Special Meeting – Study Session on **Monday, December 22, 2025, at 6:15 p.m.**, in the Romulus City Hall Council Chambers located at 11111 Wayne Road, Romulus, MI 48174, for the purpose of reviewing the Council Vacancy Procedure Ordinance.

The Special Meeting-Study Session Agenda is as follows:

1. **Roll Call**
2. **Agenda**
3. **Discussion: Council Vacancy Procedure Ordinance**
4. **Public Comment**
5. **Adjournment**

Ellen L. Craig-Bragg, City Clerk
City of Romulus

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCL 15.263a et. seq., and the Americans with Disabilities Act. (ADA).

THIS MEETING IS OPEN TO THE PUBLIC

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to participate in the meeting effectively should contact the City Clerk or send an email by 12:00 p.m. the day of the meeting to request assistance at:

Ellen L. Craig-Bragg, City Clerk, 11111 Wayne Rd., Romulus, MI 48174, (734) 942-7540,
clerk@romulusgov.com



City Council Special Meeting

Study Session Agenda

December 22, 2025

6:15 PM

1. Roll Call
2. Agenda - Motion to accept Study Session Agenda as presented
3. Discussion: Council Vacancy Procedure Ordinance
4. Public Comment
5. Adjournment - Motion to adjourn the Special Meeting



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy City Clerk

Date: December 18, 2025

Re: Special Meetings

There are two (2) special meetings scheduled for Monday, December 22, 2025:

- | | | |
|------------|----------------|-------------------------------------|
| 1. 6:00 pm | Closed Session | Attorney Opinion |
| 2. 6:15 pm | Study Session | Council Vacancy Procedure Ordinance |

Administrative Officials

Robert McCraight, Mayor

Ellen L. Craig-Bragg, City Clerk

Stacy Paige, City Treasurer

City Council

Tina Talley Mayor Pro Tem

Celeste Roscoe, Councilwoman

David Jones, Councilman

Kathleen Abdo Councilwoman

William Wadsworth Councilman

James Bullock Councilman

Mark Wilhide, Councilman

City of Romulus

11111 Wayne Road

Romulus, MI 48174

(734) 942-7500

www.romulusgov.com



CITY COUNCIL AGENDA ITEM REQUEST FORM

Submitted to: Choose an ite

Date Submitted:

Submitted by:

Department:

Council Meeting of:

TITLE/DESCRIPTION OF ITEM

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ACTION REQUESTED

Contract/Agreement	☐	New/Amended Ordinance	☐
Bid/Piggyback	☐	Public Hearing Request	☐
Budget Amendment	☐	Resolution	☐
Board Appointment	☐	Rezoning	☐
Fee Waiver	☐	Special Meeting Request	☐
Other	☐	Special Land Use Request	☐

RECOMMENDED RESOLUTION/ACTION

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OFFICE USE ONLY

Approved for Council Agenda: ☐

AGENDA ITEM # .

**CITY OF ROMULUS
ORDINANCE NO. _____**

AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION ARTICLE II CITY COUNCIL TO ADD SECTION 2.19 TO 2.26 TO THE CITY CODE OF ORDINANCES.

THE CITY OF ROMULUS, WAYNE COUNTY, MICHIGAN HEREBY ORDAINS:

THE FOLLOWING SECTIONS ARE ADDED TO CHAPTER 2, ARTICLE II OF THE CITY CODE OF ORDINANCES AS FOLLOWS:

Sec. 2.19. The Charter of the City of Romulus Section 4.5 provides that:

When a vacancy on City Council occurs the Council by a majority vote of its members shall fill the vacancy.

Sec. 2.20.

The Council shall fill a vacancy on Council by announcing the vacancy and taking applications from eligible residents within 5 days after the vacancy occurs.

Sec. 2.21

The application form shall be provided by the Clerk and approved by Council before provided to applicants. Each applicant must fully complete the application, sign and date it.

Sec. 2.22

Any applicant who has a felony conviction anywhere in the United States will not be eligible to be approved by Council to fill the vacancy.

Sec. 2.23

The Clerk shall establish a schedule for submittal of applications for review by Council and interviews that will permit adequate time for Council to fill the vacancy with forty-five (45) days as required by the City Charter.

Sec. 2.24

Council shall interview up to six (6) applicants for the position and if there are more than six (6) applicants who are eligible, Council shall reduce the number to not more than six (6) based on the information in the applications.

Sec. 2.25

Each Council person can identify one question to ask to each of the applicants interviewed but there will be no follow-up questions to the answers provided by the applicants. If any Council person elects not to identify a question, then the interview questions will be limited to the number of questions that are provided by Council.

Sec. 2.26

Each Council person shall score the answers to the questions from 1-5 based on the following chart and a total score will be given to each applicant. The applicant with the highest score will be appointed. If there is a tie score, the applicants with the highest score will be selected by drawing of those names to determine the next Council person.

Rating Scale

Score	Definition
5 – Excellent	<i>Far exceeds expectations; outstanding demonstration of competency; clear, impactful, and relevant examples.</i>
4 – Good	<i>Strong response; meets expectations well; relevant examples that show readiness for the role.</i>
3 – Satisfactory	<i>Adequate response; shows basic understanding but with limited examples or depth.</i>
2 – Needs Improvement	<i>Weak response; lacks depth or relevance; demonstrates limited readiness for the role.</i>
1 – Poor	<i>Inadequate or off-topic response; fails to demonstrate competency.</i>

ADOPTED, APPROVED AND PASSED by the City Council of the City of Romulus
this _____ day of _____, 2025.

ROBERT MCCRAIGHT, Mayor

ELLEN L. CRAIG- BRAGG, Clerk

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Romulus at a regular Council Meeting held in the City Council Room in said City on the _____ day of _____, 2025.

ELLEN L. CRAIG-BRAGG, Clerk

I further certify that the foregoing was published in _____, a newspaper of general circulation in the City of Romulus, on the _____ day of _____, 2025.

ELLEN L. CRAIG-BRAGG, Clerk

Within forty-five (45) days after publication of any ordinance duly passed by the Council, a petition may be presented to the Council protesting against such ordinance continuing in effect. Said petition shall contain the text of such ordinance and shall be signed by not less than six percent (6%) of the registered electors registered at the last preceding election at which a Mayor of the City was elected. Said ordinance shall thereupon and thereby be suspended from operation and the Council shall immediately reconsider such ordinance.



CITY OF ROMULUS | CLERK'S OFFICE | 11111 WAYNE RD. | ROMULUS, MI 48174
734-942-7540 | FAX: 734-942-2224 | E-MAIL: CLERK@ROMULUSGOV.COM

Application of Interest for Vacant Council Position

(PLEASE PRINT OR TYPE)

Mr. / Mrs. / Ms.	First Name	Middle or Nick Name	Last Name	
Address		City ROMULUS	State MI	Zip Code 48174
Email Address			Home #	Cell #

- How long have you lived continuously in the City of Romulus? _____ (1 year residency required)
- Are you a registered voter in the City of Romulus? Yes ☐ No ☐ (Verified by Clerk's Office)
- Are you related to anyone employed by or an elected official of the City of Romulus? Yes ☐ No ☐
If yes, please provide the person's name and your relationship: _____
- Have you ever run for or been elected to public office? Yes ☐ No ☐ If yes, what office? _____
What City or Township? _____, County _____, Year _____
- What is your educational background? _____
- Do you have access to electronic resources (home computer, email, Internet access)? Yes ☐ No ☐
- Would you be available on Monday evenings to attend Council meetings? Yes ☐ No ☐
- Have you served or are you currently serving on any **Romulus Boards and/or Commissions**? Yes ☐ No ☐
If yes, please list: 1. _____ (Year) _____ 2. _____ (Year) _____
3. _____ (Year) _____ 4. _____ (Year) _____
- On the reverse side of the form, explain in 100 words or less why you are interested in serving on the City Council.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk's office at (734) 942-7540 if you have any questions or concerns about the disclosure of specific information. **NOTE: Your application will be kept on file for two (2) years.**

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Applicant's Signature

Date

The deadline to return the application to the clerk's office is _____

SAMPLE

Romulus City Hall, Attn. City Clerk
11111 Wayne Rd.
Romulus, MI 48174
Clerk@romulusgov.com
(734) 942-7540

City of Romulus City Council Appointment Application
Created 1/3/2024, Revised 10/6/2025



City Council Candidate Interview Form

Candidate Name: _____

Council Member: _____

Date: _____

Rating Scale

Score	Definition
5 – Excellent	<i>Far exceeds expectations; outstanding demonstration of competency; clear, impactful, and relevant examples.</i>
4 – Good	<i>Strong response; meets expectations well; relevant examples that show readiness for the role.</i>
3 – Satisfactory	<i>Adequate response; shows basic understanding but with limited examples or depth.</i>
2 – Needs Improvement	<i>Weak response; lacks depth or relevance; demonstrates limited readiness for the role.</i>
1 – Poor	<i>Inadequate or off-topic response; fails to demonstrate competency.</i>

Ability Areas & Questions

Example Interview Question(s)	Score (1-5)	Notes
1. What motivates you to serve the City of Romulus?	—	
2. What experience do you have with city budgets, laws, or making policies?	—	
3. How have you shown your commitment to this community in the past?	—	
4.	—	
5.	—	
6.	—	
7.	—	

Total Candidate Score: _____