TOWN OF RIVER BEND
45 Shoreline Drive
River Bend, NC 28562
T 252.638.3870
F 252.638.2580
www.riverbendnc.org

PUBLIC NOTICE

The River Bend Town Council will meet in special session on October 22, 2026 to discuss matters related to filling a vacancy created by a resignation from Town Council. The meeting will be held at Town Hall located at 45 Shoreline Drive beginning at 6:00 p.m. The meeting is open to the public. The agenda is as follows:

AGENDA

1. Call to Order
2. Discussion/Vote- Amendment to Town Code of Ordinance- 3.01.037
3. Discussion/Vote- Filling of Vacancy
4. Adjournment

Item 2

CURRENT ORDINANCE

§ 3.01.037 FILLING VACANCIES OF AN ELECTIVE OFFICE.

A. The procedures that follow apply to the filling of each position that has been vacated by an elected official.

B. Subject to the provisions of G.S. §§ 160A-59 and 160A-63 a vacancy that occurs in an elective office shall be filled by appointment of the Town Council.

C. Upon receipt of notification that a position is vacant, the Mayor shall call a special meeting of the Town Council to be held within one week of the receipt of the notice, to consider the filling of the vacancy. If a Council meeting is scheduled within one week of the receipt of the notification, it will not be necessary to convene a special meeting, and the topic "Filling of Vacancy" will automatically be placed upon the agenda of that meeting.

D. At the meeting, held under section (C) above, the vacancy shall be recognized by the Council and instructions to fill the vacancy issued. In the event of resignation, the Council shall formally accept the resignation and declare the position as vacant.

E. Within seven business days following the above meeting, the Town Clerk shall publish a "Notice of Vacancy" requesting applications from interested persons wishing to be considered for appointment. The applications are to be submitted to the Town Clerk by 4:00 p.m. on the fifteenth calendar day after publication of the "Notice of Vacancy."

F. (1) At the meeting, held under section (C) above, the Council shall determine how it wishes to conduct the selection process, and the candidates shall be informed of this process by the Town Clerk in writing upon submission of their applications.
(2) The Council and Mayor shall consider all applications meeting the requirements at the next regular Council meeting following the deadline date for submission of applications.
(3) At the conclusion of the deliberations, the names shall lay over until the next regular meeting at which time the Council shall select one of the candidates to fill the vacancy. However, if there is only one candidate to fill the vacancy, the candidate may be selected immediately following the deliberations or the Town may re-advertise the vacancy starting with section (E) above.

G. The Council and Mayor may not formally consider or fill a vacancy of an elective office except in an open meeting.

H. The term of the person appointed to fill the vacancy shall be subject to the provisions of N.C.G.S. 160A-63.

I. Regular meeting is defined in Section 3.01.051 of this Chapter.

DRAFT AMENDMENT A

Yellow= Add Grey= Delete

§ 3.01.037 FILLING VACANCIES OF AN ELECTIVE OFFICE.

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B. Subject to the provisions of G.S. §§ 160A-59 and 160A-63, a vacancy that occurs in an elective office shall be filled by appointment of the Town Council.

C. Upon receipt of notification that a position is vacant, the Mayor shall may call a special meeting of the Town Council to be held within one two weeks of the receipt of the notice, to consider the filling of the vacancy. However, if a Council meeting is scheduled within one week 45 days of the receipt of the notification, it will not be necessary to convene a special meeting, and the topic "Filling of Vacancy" will automatically be placed upon the agenda of that meeting a meeting within 45 days. Furthermore, if the vacated seat is on the ballot for election within 60 days of the vacancy, the Council may choose to leave the seat vacant until such time that the person who is elected is administered the oath of office and occupies the seat.

D. At the meeting, held under section (C) above, the vacancy shall be recognized by the Council and instructions to fill the vacancy issued. In the event of resignation, the Council shall formally accept the resignation and declare the position as vacant.

E. If necessary, (1) At the meeting, held under section (C) above, the Council shall determine how it wishes to conduct the selection process, and the candidates shall be informed of this process by the Town Clerk in writing upon submission of their applications.
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Item 3

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DRAFT INSTRUCTIONS TO APPLICANTS

LETTERS OF INTEREST FOR APPOINTMENT TO THE TOWN COUNCIL

At its October 22, 2026 meeting, the Town Council approved the following procedures to fill the Council seat left vacant by the resignation of Councilman Buddy Sheffield.

1. The Town Clerk shall publish the "Notice of Vacancy" in the legal section of Sun Journal newspaper. The notice shall also be posted on the Town's webpage.
2. The newspaper notice shall be published on October 27, 2026.
3. The notice shall set a deadline for submission of applications to fill this vacancy as 4:00 p.m. on November 12, 2026. See application details below.
4. Applications shall be submitted to the Town Clerk's office at Town Hall. If applications are mailed they must be received no later than the regular mail delivery on November 12, 2026.
5. The Town Council will conduct interviews with all applicants during open session at the Council Meeting on November 19, 2026.
6. The Council, in open session, at its December 3, 2026 meeting shall vote to select the applicant that shall serve in the vacated seat until December 10, 2026. Click here for voting procedure.
7. The Oath of Office for this temporary appointment shall be administered at the Council's Regular Meeting on December 3, 2026.
8. The Town Clerk shall furnish all applicants copies of this procedure.
9. This is a temporary appointment. The applicant appointed by the Town Council will only serve in this capacity until December 10, 2026.
10. Proof of age, residency and registration as a qualified voter in River Bend as of November 12, 2026 shall be required from all applicants and **must** be included with the application. Any application that does not contain this information shall be rejected.

DETAILS- To be considered for appointment, all applicants shall address a letter to the Mayor expressing a desire to be considered as a candidate to fill the vacant Town Council seat. This letter shall be limited to two typed pages (single-sided) and state the candidate's qualifications for serving on the Council and must contain the applicant's phone number and email address. An applicant may also include a resume that is limited to two typed pages (single -sided) that acquaints the Council with the applicant's work experience. Any pages in excess of the maximum stated herein will not be considered. The Mayor shall cause the submissions from all applicants to be distributed to the Council by November 13, 2026

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DRAFT- Procedure for Voting on Replacement

The River Bend Town Council will vote on applicants for the positon of Town Council member on December 3, 2026. The following procedures will be observed:

1. When this item is reached on the agenda, the Mayor will open the floor for nominations, whereupon each Council member may put forward a single nominee. Council members are not required to put forth a nominee. Since each Council member may nominate different applicants, during this process, multiple nominees may be presented and debated. Also, different Council members may nominate the same person. Each Council member may nominate the applicant they consider to be the preferred nominee and explain why they consider any applicant to be the preferred or not preferred nominee.

2. When debate ends the Mayor shall call the roll of each member and each member shall cast a vote of his preferred nominee by stating the name of the nominee. Note- this is not a vote on a motion that has been put forward, therefore this is not an "aye" or "no" vote. This is when a Council member states the name of the person they wish to select. This will be known as Ballot #1.

3. Voting shall continue until a nominee receives a majority of the votes cast (by members present) during a single round of balloting. For example: A majority among River Bend's currently 4-member Council equals 3. Therefore, if all 4 members are present the first nominee to receive 3 votes during a single round of balloting shall be determined as the winner. Other combinations of members present may result in fewer than 3 votes constituting a majority.

4. If a winner is not determined on Ballot #1, any nominee that did not receive a vote and the nominee that received the lowest number of votes will be removed from consideration. Then Ballot #2, with only the remaining nominees, will be considered in the same process as described in Rule #2 above. If during Ballot #1 multiple nominees receive the same number of votes and that vote total constitutes the lowest number of votes received, other than zero, then all nominees receiving that vote total will be eliminated from the next ballot, unless that would eliminate all nominees, In that case, then only those receiving zero votes will be eliminated. If during Ballot #2 all nominees, receiving votes, receive the same number of votes and that vote total represents the lowest number of votes received, then only those receiving zero votes will be eliminated from Ballot #3. If during Ballot #2, no person receives zero votes, then all nominees receiving the same number of votes will be included in Ballot #3. Any nominee receiving zero votes during any ballot will be eliminated from consideration on future ballots. *Step # 4 will only be used if there are 3 or more nominees put forth during Step 2.*

5. This process shall continue until a nominee receives a majority of votes from Council.

6. After conducting Ballot # 2, if the Council conducts 3 additional ballots in a row wherein no nominee receives a majority of votes among Council, then the Council will utilize the "motion" process, whereby a Council member will put forth a motion to appoint a particular applicant as the appointee. After debate on that motion has ended, the Council will vote on that motion. If that motion ends in a tie, the Mayor shall be allowed to vote on the motion, otherwise the Mayor shall not vote on an appointment.

7. If for any reason, a nominee is not selected during this process, the Town will re-advertise the vacancy and conduct another set of interviews and another vote.

TOWN OF RIVER BEND

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NORTH CAROLINA



Town of River Bend

Special Council Meeting

October 22, 2026

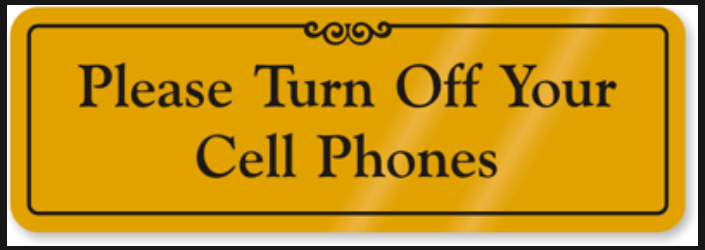
6 p.m.



Filling Vacancy On Town Council

Proposed Process & Calendar

The process will not become official until approved by Town Council



Buddy Sheffield has resigned from The River Bend Town Council. Chapter 3.01.037 of the River Bend Town Ordinance prescribes what process shall be used in filling the vacancy.

The following slides propose a schedule that will satisfy the timeline requirements. The Council shall determine the selection process used to evaluate any applicants.

The proposal described herein was used to fill the last vacancy on Council.

Calendar For Filling Vacancy



Calendar For Filling Vacancy

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	Election 3	4	5	6	7
8	9	10	Holiday- office closed 11	Application Deadline 12	Council Receives Applications 13	14
15	16	17	18	Council Interviews Applicants 19	20	21
22	23	24	25	26	27	28
29	30					

Calendar For Filling Vacancy



- This will be a temporary (7 days) appointment. This seat was originally scheduled to be up for election in November 2026.

- The person appointed by Council to fill the vacancy on December 3, 2026 will only serve until December 10, 2026. At that time, the person elected during the November 2026 election will occupy the seat.