



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

January 12, 2026

TO: Kill Devil Hills Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

4. Process and Timeline to Fill Vacant Position on the Board of Commissioners

Staff recently conferred with representatives from the UNC School of Government for guidance in the process and timeline to fill the vacancy created by the death of sitting Commissioner Terry Gray, Sr., on November 27, 2025. Staff recommends the following:

Notice of the Board's intent to fill the vacant seat will be made via the Town's website, www.kdhnc.com, electronic distribution, and media releases.

- | | |
|-----------------------------------|--|
| <u>Monday, February 2, 2026</u> | Deadline for applications to be submitted to the Office of the Town Clerk by 5:00 p.m. Applications may be submitted on-line through the Town's website, and a résumé may be submitted with the completed application. |
| <u>February 9, 2026</u> | The Town Clerk will forward all eligible applications to the Board of Commissioners. |
| <u>February 9 - March 9, 2026</u> | Board of Commissioners members will review the applications and may individually contact applicants to obtain additional information or clarify any information submitted. |
| <u>March 9, 2026</u> | During the Board of Commissioners meeting, members will use the nomination-and-ballot method to fill the vacant seat from the eligible candidates submitting applications. |
| <u>March 25, 2026</u> | In the event an applicant is selected, the oath of office will be administered at the Board of Commissioners meeting, and the new commissioner will be seated. |

Important note: When filled, the term of this appointed Board of Commissioners position will be through December 2027. The remaining two years of the term will be decided by Kill Devil Hills voters in the November 2027 municipal elections, and the certified winner of that election will serve through December 2029.

Board guidance is requested, and a motion will be in order to approve the recommended process and timeline.