

# Memorandum

**REPORT TO:** Study Commission

**FROM:** Caeleb Heinen, Recording Secretary  
Mike Maas, Ex Officio

**SUBJECT:** Discussion with Gallatin County Elections Office on Filling Vacancies

**MEETING DATE:** February 18, 2026

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** This item is a planned discussion with the Gallatin County Elections Office to receive more information on the logistics of special elections as they could relate to filling vacancies on the City Commission. Potential speakers may be Eric Semerad and Jasmine Hall from the Gallatin County Elections Office.

There may be a vote on potential language for the charter, see attached.

**STRATEGIC PLAN:** 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

**BACKGROUND:** Following previous Study Commission discussions on Executive power and Legislative duties, the Study Commission requested to speak with County Election Professionals to learn more about Special Elections including but not limited to their cost and timing. A formal motion and vote has not yet occurred on this topic as future research is being identified.

**UNRESOLVED ISSUES:** None identified

**ALTERNATIVES:** As per the Study Commission

**FISCAL EFFECTS:** TBD

Attachments:

[DRAFT options filing vacancies 2 18 26.pdf](#)  
[Three City Vacancy Procedures \(Taylor\).pdf](#)

Report compiled on: February 11, 2026