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TO: Civil Service Board

FROM: Theresa Jones, Civil Service Board Secretary

DATE: April 15, 2014

ELECTION OF OFFICER - PER SECTION 16 ¼-24: CHAIRMAN

BACKGROUND: New officers elected every April.

Sec. 16¼-24. Selection of officers and organization of civil service board.

(a) The civil service board shall elect, by majority vote, a chairman, vice-chairman and secretary/chief examiner. Any vacancy occurring for any reason shall be filled in a similar manner.

(b) The chairman shall preside at board meetings and will represent the board at meetings with the city commission, the city manager, and city, county and state officials. If he is not available, the vice-chairman will represent the board at these meetings. All expenses shall be reimbursed subject to availability of city funds. The secretary/chief examiner is responsible for the administration of the civil service examinations and publication of the resulting eligibility lists as directed by the board. In the absence of a secretary, the secretary/chief examiner will keep the minutes of board meetings.

(Ord. No. 77-10, § C, 7-6-77)

RECOMMENDATION: N/A

FISCAL IMPACT: N/A

CONTACT PERSON: Theresa Jones, Civil Service Board Secretary