

INTER-OFFICE MEMORANDUM

TO : All Civil Service Employees

DATE : December 22, 2009

FILE :



SUBJECT : Notice of Election of Civil Service
Board Members – Groups 1 and 2

FROM : Pedro G. Hernandez
City Manager

REFERENCES :

ENCLOSURES:

CIVIL SERVICE BOARD ELECTIONS

On Thursday, March 4, 2010 and Friday, March 5, 2010, an election will be held for the City of Miami Civil Service Board.

VOTING ELIGIBILITY

Eligible voters in the Civil Service Board election must be full-time City of Miami employees **who currently or have formerly held probationary or permanent Civil Service status**. Temporary employees (full or part-time) are not eligible to vote. Absentee or proxy voting will not be permitted.

SEATS DUE TO EXPIRE

Present elected members whose terms are due to expire April 26, 2010, are:

Group No. 1 - Jessica Angel-Capo
Group No. 2 - William Scarola

QUALIFYING PROCEDURE

Interested candidates should refer to Administrative Policy APM-1-79 for specific rules. Qualified candidates will be required to file for either Group No. 1 or No. 2, as described above; furthermore, they shall be required to file the following forms with the City Clerk's Office:

- A. A **Petition Form** signed by at least 10 City employees with Civil Service status; and
- B. An **Acceptance Form**, duly signed by the candidate.

The Petition Form and the Acceptance Form in (a) and (b) above must be obtained by the candidate from the City Clerk prior to qualifying.

Candidates are required to file no later than 12:00 o'clock noon on Wednesday, February 17, 2010.

AUTHORITY

As stated in APM-1-79, Section XIV, and pursuant to City Commission Resolution No. 41225, dated January 8, 1970, an employee must receive fifty percent (50%) plus one (1) of the total number of the votes cast for the specific seat he or she is seeking.

RUN - OFF PROCEDURES

Should no candidate receive fifty percent (50%) plus one (1) of the total number of votes cast, as described above, a Run-Off Election will be held on March 18 & 19, 2010, previous to which appropriate notices shall be sent to all Departments.

The Run-Off Election, if necessary, will be conducted in the same manner as the original election. The winning Candidate(s) in the Run-Off Election will be the individual(s) receiving the highest number of votes cast for the specific Group seat he or she was seeking to occupy; e.g., a simple plurality will be the determining criterion.

CONFIRMATION OF ELECTED MEMBERS

The two (2) candidates elected shall become members of the Civil Service Board after the following actions have been taken:

1. Results have been submitted to the City Commission by the City Manager;
2. Results have been confirmed by the City Commission by Resolution; and
3. An Oath of Office has been administered to the successful candidates by the City Clerk.