

POLICY NUMBER:

APM- 1 - 79

ISSUED BY:

Pedro G. Hernandez  
City Manager

SIGNATURE

# CITY OF MIAMI



ADMINISTRATIVE POLICY

DATE:

November 5, 2007

## REVISIONS

| REVISED SECTION | DATE OF REVISION |
|-----------------|------------------|
| Created         | 1/4/79           |
| Revised         | 7/29/83          |
| Revised         | 11/1/07          |

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**SUBJECT: CIVIL SERVICE BOARD ELECTION**

**PURPOSE:** To establish procedures and provide a set of rules and regulations for electing employees with civil service status to the Civil Service Board by employees of the City of Miami holding civil service status.

### THE POLICY WILL BE AS FOLLOWS:

#### I NOTICE OF ELECTION

The Executive Secretary of the Civil Service Board shall, three months prior to the month when an election is to be held, submit the following two items to the City Manager:

- A A memorandum to the City Manager stating the seats which will be facing a vacancy, and
- B A memorandum for the City Manager's signature to all classified employees covered under the Civil Service Rules and Regulations. Such memorandum shall inform the classified employees such necessary information as is included under this Administrative Policy.

#### II TERM OF OFFICE

Section 36 of the Miami City Charter indicates a two year term for each member of the board.

#### III REQUIRED FORM AT TIME OF FILING

- A In order for a candidate's name to be placed on the ballot, a Petition form must be obtained from the City Clerk and signed on behalf of the Candidate by at least ten (10) civil service employees.
- B An Acceptance Form must also be obtained from the City Clerk and be signed by the candidate. Both forms must be filed with the City Clerk no later than the date indicated in the "Notice of Election."
- C No voter may sign a Petition form for more than two candidates.

**IV FILING**

Employees filing as candidates will be required, at time of filing, to file either for Group #1 or Group #2 depending upon which incumbent's term is up for re-election. The designation of Group numbers for each seat to be contested in a given election will be the responsibility of the City Clerk, who shall also have the responsibility of administering all facets of the Filing Procedure.

**V ELECTION DATE**

The date of balloting shall be determined by the City Clerk as provided for under Section 36 of the Miami City Charter. The date of balloting shall be published in the "Notice of Election," and the hours of balloting shall be between 6:00 A.M. and 6:00 P.M., depending on the precinct location.

**VI VOTING PLACES**

A list of voting places, addresses and hours of operation will be provided by the City Clerk as an attachment to the "Notice of Election."

**VII ELECTION SUPERVISION AND IDENTIFICATION OF ELIGIBLE VOTERS**

The City Clerk will be authorized to determine the eligibility of each employee who presents him/herself to vote by comparing his/her signature with payroll records. The Clerk will be further authorized to appoint such assistants as he/she may deem necessary and advisable to facilitate the election process. The City Clerk may request assistance from the Police Department in the transportation of ballot boxes on the day of election and such assistance may be provided as the needs of the service permit as determined by the Chief of Police.

**VIII FORM OF THE BALLOT**

The official ballot to be used in the elections shall be in approximately the following form:

OFFICIAL BALLOT  
CIVIL SERVICE BOARD ELECTION

Vote for a total of two (2) candidates, one in each group:

|                       |                        |                        |
|-----------------------|------------------------|------------------------|
| (Names of candidates) | CIVIL SERVICE<br>BOARD | CIVIL SERVICE<br>BOARD |
|                       | GROUP #1               | GROUP #2               |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: The election will be conducted using voting machines/equipment as determined by the City Clerk and the results will be tallied by computer.

**IX RIGHT OF ELIGIBLE EMPLOYEES TO VOTE**

Every eligible voter shall be entitled to vote for two (2) candidates provided that he/she appear in person at the time and place designated for the election. Supervisors shall allow employees sufficient time for voting. There shall be no absentee voting or proxy voting.

**X CAMPAIGNING DURING WORKING HOURS**

No campaigning and no meetings for related purposes shall be permitted during working hours either by the candidates or by the candidates' supporters who are City employees.

**XI POLICING THE POLLS**

The City Manager may authorize the Police Chief or others to insure that no solicitation of votes or distribution of campaign literature occurs at polling places during the hours of voting.

**XII CANVASSING THE ELECTION**

The City Clerk will advise the City Manager of the results of the election and will be authorized to make all necessary arrangements for a run-off election, should this be required.

**XIII CONFIRMATION OF ELECTED MEMBERS**

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

- A** Results have been submitted to the City Commission by the City Manager.
- B** Results have been confirmed by the City Commission by Resolution.
- C** The Oath of Office has been administered by the City Clerk.

**XIV AUTHORITY**

- A** All previous rules for election of employee members of the Civil Service Board are hereby repealed and rescinded.
- B** Employee members of the Civil Service Board shall be elected in such a manner that the candidates who are to be declared elected shall have received 50% plus one (1) of the total number of votes cast for the specific seat he/she is seeking. The City Manager will use the following guidelines in reporting the successful candidates to the City Commission:
  1. An individual will be declared a successful candidate when he receives 50% plus one (1) of the total votes cast for the specific seat he/she is seeking.
  2. Should no candidate receive 50% plus one (1) of the votes (described above), a run-off election will be held on a date determined by the City Clerk and specified in a "NOTICE OF RUN-OFF ELECTION."
  3. 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 receiving the highest number of votes cast in each group, i.e., a simple plurality.

