

**GENERAL AND POLICE/ FIRE CIVIL SERVICE BOARD ELECTION AND APPOINTMENT TIMELINES**

<b>Timeline for Electing Civil Service Boards Members</b>	<b>Projected Dates</b>	<b>Actual Dates</b>	<b>Projected Working Days</b>
<b>Activity</b>			
Send notification of an election and to employees to select nominees from the attached employee list.			1 day
Deadline to receive nominee selections in the Human Resources Department			5 days
Send notification to selected nominees to accept or decline running			4 days
Deadline to receive, accept or decline notification from nominees			5 days
Posting Election Notices and preparing ballots			5 days
Election Day			10 days
Count Ballots at the end of the election			same day
Prepare results memorandum for posting			1 day
Prepare and send letters to the winners of the election			1 day
<b>Timeline for City Council to appoint Civil Service Boards Members</b>	<b>Projected Dates</b>	<b>Actual Dates</b>	<b>Projected Working Days</b>
Draft a memorandum from City Manager to City Council to nominate/appoint a person for board member. Attach Advisory Board Member application.			1 day
Advertise vacancy of board members in Legal Ad			5 days
Advertise vacancy of board members on Channel 18			same day
Advertise on the City of Riviera Beach website			same day
Deadline to receive Advisory Board Member applications			7 days
Prepare Agenda Item for appointments to be made and approved for next Regular City Council Meeting.			5 days
Deadline for Agenda Item to be in NOVUS for up coming Regular City Council Meeting.			5 days
Regular City Council Meeting			13 days
Prepare and send letter to appointed members			2 days