

## City Council – Action Request Form

**Date:** October 21, 2024

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Angela I. Carmon, City Attorney

**Council Action Requested:**

The Adoption of An Ordinance Amending Division 18 of Article III of Chapter 2 Entitled “Boards and Commissions” of the Winston-Salem City Code Regarding the Civil Service Board of the City of Winston-Salem.

**Strategic Focus Area:** Livable Neighborhoods

**Strategic Objective:** N/A

**Strategic Plan Action Item:** N/A

**Key Work Item:** N/A



**Summary of Information:** City staff have been working diligently on the implementation process for the Civil Service Board (“CSB”). An online application process has been created and the same is operational. The ad soliciting interest in service on the CSB has been sent to the newspaper for publication. Additional platforms have been utilized to solicit interest in service on the CSB as well. The deadline for applications is October 31, 2024.

The required notifications regarding the election process will be sent out after the application period closes and the election will be held for police and fire to choose one representative each. After the election process has been completed: (a) the police and fire chiefs will appoint one member, (b) City Council will appoint one member, and (5) the four members of the CSB will appoint a fifth member. City Council will appoint the chair of the CSB from its membership. It is anticipated that the election process will take place by the end of February 2025 if not before.

The attached draft ordinance, submitted for your approval, changes the minimum notification requirement for the absentee ballot process from at least 60 calendar days to at least 30 calendar days to line up better with the timeframe for the election notification process, which provides that members of the classified service shall receive notice of the election at least 10 calendar

**Committee Action:**

**Committee** PS-10/14/2024

**Action**

**For**

**Against**

**Remarks:**

days, but no more than 30 calendar days in advance of the election. This reduced timeframe also lines up better with the election timeframe provided for in the legislation.