

Ordinance No. 480

AN ORDINANCE to amend the Code of the City of Alexandria, Virginia, enacted as a whole July 2, 1940, and made effective August 5, 1940, by adding a chapter thereto relating to procedure in making appointments by City Council and the City Manager.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALEXANDRIA, VIRGINIA, AS FOLLOWS:

Section 1. That the Code of the City of Alexandria, Virginia, enacted as a whole July 2, 1940 and made effective August 5, 1940, be and the same hereby is amended by the addition of a chapter to be designated as Chapter IV-A to follow Chapter IV of said Code and to read as follows:

CHAPTER IV-A

Procedure in Making Appointments

Sec. 1. Council Appointments.

Before electing or appointing any city officer authorized by the charter or by statute, whether the same be an original appointment or an appointment to fill a vacancy, the Council shall cause public notice in a manner to be specified by it to be given of the impending appointment. Written application for any such appointive position shall be made to the Council through the Mayor, and each application shall give the name, age, family status, educational background and practical experience of the applicant as well as the names of at least four persons to be used as references. Only applicants who have made written application shall be considered, and no such appointment shall be made by Council until the expiration of two weeks from the time such public notice is given and until the Council is satisfied that the applicant to be chosen has the necessary qualifications, ability and fitness for the position and office.

Sec. 2. City Manager appointments.

Before appointing any department head or similar officer of the city which he is authorized by law to appoint, whether the same be an original appointment or an appointment to fill a vacancy, the City Manager shall cause public notice in a manner to be specified by him to be given of the impending appointment. Written application

for any such appointive position shall be made to the City Manager, and each application shall give the name, age, family status, educational background and practical experience of the applicant as well as the names of at least four persons to be used as references. Only applicants who have made written application shall be considered, and no such appointment shall be made by the City Manager until the expiration of two weeks from the time such public notice is given and until the City Manager is satisfied that the applicant to be chosen has the necessary qualifications, ability and fitness for the position and office.

Section 2. That this ordinance shall become effective immediately upon its passage.

William T. Wilkins
Mayor

October 1, 1946.