

Ordinance No. 578

AN ORDINANCE to amend and reordain Chapter IV-A of the Code of the City of Alexandria, Virginia enacted as a whole July 2, 1940 and made effective August 5, 1940, as said chapter was added to said code by Ordinance No. 480 adopted October 1, 1946, which said chapter relates to procedure in making appointments by City Council and by the City Manager.

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

SECTION 1. That Chapter IV-A of the Code of the City of Alexandria, Virginia enacted as a whole July 2, 1940 and made effective August 5, 1940, as said chapter was added to said code by Ordinance No. 480 adopted October 1, 1946, be and the same hereby is amended and re-enacted 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.

In the event any such office which is authorized by charter or statute to be filled by Council should become suddenly vacant because of death, resignation, termination, or similar cause, or in case of disability or absence of any such officer, and by reason thereof and the foregoing provisions of this section the office would be vacant or without a person to perform the duties thereof, the Council may immediately make such appointment or designate a person to perform the duties of such office during disability or absence, as the case may be, the provisions of the foregoing paragraph notwithstanding; and any such appointee or person designated to act shall forthwith furnish to the Council a statement of his age, family status, educational background and practical experience duly signed, together with the names of at least four persons to be used as references. The Council may thereafter, if it deems necessary, consider such statement and any other information relating to the qualification and fitness of the appointee or designee to determine whether or not he shall continue in office or to perform the duties thereof.

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

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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.

In the event any such department head or similar officer which the City Manager is authorized by law to appoint should die, suddenly resign or suddenly have his office terminated, or in any case of disability by absence of any such officer, and by reason thereof and of the foregoing provisions of this section the office would be vacant or without a person to perform the duties thereof, the City Manager may immediately make such appointment or designate a person to perform the duties of such office during disability or absence, as the case may be, the provisions of the foregoing paragraph notwithstanding; and any such appointee or person designated to act shall forthwith furnish to the City Manager a statement of his age, family status, educational background and practical experience duly signed together with the names of at least four persons to be used as references. The City Manager may thereafter, if he deems necessary, consider such statement and any other information relating to the qualification and fitness of the appointee or designee to determine whether or not he shall continue in office or to perform the duties thereof.

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

WILLIAM T. WILKINS,
MAYOR.

Adopted March 22, 1949.
Published March 31, 1949.