

**SAMPLEPOSTING NOTICE FOR FIRE/POLICE DEPARTMENT
ELECTION SAMPLE**

**THE (insert department name) DEPARTMENT IS HOLDING AN ELECTION FOR
THE (fire\police) DEPARTMENT REPRESENTATIVE WHO WILL SERVE ON THE
(insert jurisdiction name) CIVIL SERVICE BOARD.**

The (insert department name) Department accepted nominations for the (fire/police) department representative to serve on the (insert jurisdiction name) Civil Service Board beginning (insert beginning date), through (insert ending date), at (insert ending time) a.m./p.m. The following individuals have been nominated:

- (insert name of employee)
- (insert name of employee)
- (insert name of employee)

There will be an election held beginning (insert beginning date), and ending (insert ending date), at (insert time of election) a.m./p.m. I have arranged for the regular and permanent employees to cast their votes between the times of (insert beginning time) a.m. and (insert ending time) a.m. on *(insert which days), in the (insert name of room) at (insert name of place). There will be an election committee present during these hours for you to cast your vote. As I have allowed ample time for personnel on all shifts to have an opportunity to vote, there will be no absentee voting for this election.

VOTING PROCEDURES

An employee is not required to vote. Each employee can only vote one time. All employees must cast their own vote. Employees **cannot** vote by phone. As there will be no absentee voting for this election the election committee will count the votes immediately after the close of the election. The employee who receives the majority of the votes that were cast wins the election. If no one wins by a majority, then there is a run-off between the top two. If, after the close of nominations, the name of only one regular employee has been placed in nomination, that nominee shall be declared elected.

Each employee who is voting will sign next to his/her name on the voting register indicating that he/she has been given a ballot and an unmarked envelope. Each employee will complete his/her ballot and place it in the envelope and then deposit the envelope into a sealed box to ensure that *all votes are kept secret*.

_____ Chief (insert name of chief)

**Post on all (fire/police) department bulletin boards (insert beginning date),
through (insert ending date) (must be for at least a 15 day period)**

DO NOT REMOVE BY ORDER OF (insert name of chief)