

Civil Service Commission Agenda Item Request



To request that an item be on the Civil Service Commission agenda, please complete this form, include attachments, and submit ten (10) business days before the Civil Service Commission meeting.



Please send proposed rule changes in advance to give the Commission an opportunity to review the changes. According to Civil Service Commission Rule 11.8, proposed rule changes must be posted a minimum of 10 business days prior to the meeting before changes are made to the rules.

Email your materials to asmith@springsgov.com when complete. If items need to be routed through the legal department, please do so prior to submission.

Date of CSC Meeting: _____

Submitted by: _____

Title: _____

Phone: _____

Email Address: _____

Estimated time needed to present item: _____

Select the type of agenda item:

- Action Item (Requires a vote)
- Discussion (No vote required)
- Rule Change
(Requires prior discussion & minimum posting for 10 business days prior to meeting)
- Personnel (Hearing, Appeal, etc.)

State how the item title is to appear on the agenda:

Name, title, and telephone number of individual who will present item:

List attachments to be distributed with the agenda:

Indicate anticipated attendance by special interest groups or extraordinary circumstances to be considered as result of this item on the agenda: