ENROLLED

HOUSE BILL No. 186

PASSED March 8th, 1961

In Effect July 1st, 1961

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JOE F. BURDETT
SECRETARY OF STATE
ENROLLED

House Bill No. 186

(By Mr. Peters and Mr. Speaker, Mr. Singleton)

[Passed March 8, 1961; in effect July 1, 1961.]

AN ACT to repeal article six, chapter twenty-nine of the code of West Virginia, one thousand nine hundred thirty-one, as amended, and to enact in lieu thereof a new article six, creating a civil service system for the state of West Virginia.

Be it enacted by the Legislature of West Virginia:

That article six, chapter twenty-nine of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be repealed and a new article six be enacted in lieu thereof to read as follows:

Article 6. Civil Service System.

Section 1. General Purpose.—The general purpose of this article is to attract to the service of this state personnel of the highest ability and integrity by the establishment of a system of personnel administration based
on merit principles and scientific methods governing the
appointment, promotion, transfer, lay-off, removal, dis-
cipline, classification, compensation and welfare of its civil
employees, and other incidents of state employment. All
appointments and promotions to positions in the state
service shall be made solely on the basis of merit and fit-
ness, except as hereinafter specified.

Sec. 2. Classified Service; Exceptions Therefrom.—(a)
The classified service to which this law shall apply shall
comprise all positions covered by the present merit system
at the effective date of this article and the following posi-
tions in the state tax commission and the public service
commission: Procurement officer; supervisor of field depe-
ties; supervisor, supervisor I and field auditors of the
cigarettes, soft drinks, general license and store license
division; supervisor and field auditors of the accounting
division; supervisor and research analysts of the public
utility division; supervisor of the assessment and levy
division; supervisor of the cashier's division; supervisor,
senior accountant and auditors of the consumers' sales tax
division; the supervisor, assistant supervisor and auditors
of the gasoline excise division; supervisor and assistant di-
vision director of the inheritance tax division; supervisor,
revenue examiners and field auditors of the business and
occupation tax division; supervisor and field appraisers
of the property evaluation division; the supervisor of the
property evaluation-assessment and equalization-division;
supervisor of the tabulation division; chief and assistant
chief of the rate and tariff department; chief accountant,
assistant chief accountant, and senior accountants of the
accounting department; chief engineer, senior engineers,
senior gasoline engineers, senior electrical engineers and
staff engineers of the engineering department; and assis-
tant director and rate analysts of the motor carrier de-
partment.

The governor may, by executive order, with the written
consent of the civil service commission and the appointing
authority concerned, add to the list of positions in the clas-
sified service, but such additions shall not include the
following:

(1) The state legislature and others officers elected by
popular vote and persons appointed to fill vacancies in elective offices.

(2) Members of boards and commissions and heads of departments appointed by the governor or such heads of departments selected by commissions or boards when expressly exempt by law or board order.

(3) One principal assistant or deputy and one private secretary for each board or commission or head of a department elected or appointed by the governor or legislature, other than the civil service commission and the director of personnel.

(4) Not more than fifteen employees in the office of the governor.

(5) Judges, referees, receivers, jurors and notaries public.

(6) The secretaries and clerks of each judge of a court of record.

(7) Patients or inmates employed in state institutions.

(8) Persons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation or examination on behalf of the legis-
atitude or a committee thereof, an executive department or by authority of the governor.

(9) All employees assigned to the executive mansion.

(10) Janitors and laborers employed by any agency.

(11) Managers and clerks of liquor stores.

(12) Superintendent, county maintenance of roads, and all personnel under his supervision.

(13) Part-time professional personnel engaged in professional services without administrative duties and personnel employed for less than ninety working days a year.

(14) All clerical employees who are not under the present merit system and whose jobs do not require special knowledge or skill and training in the operation of business machines.

All excepted positions to be termed unclassified service.

Nothing herein shall be construed as precluding the appointing authorities from filling any position in the manner in which positions in the classified service are filled.

Sec. 3. State Personnel Department.—(a) There shall be in the state government a state personnel department,
the executive head of which shall be a director of personnel. The employees of the present merit system office, with the exception of the merit system supervisor, are hereby transferred into the office of the director of personnel. Their services shall be considered continuous. In addition, all funds, equipment, supplies, personnel and property records, or anything of value now in the possession of the merit system council are hereby transferred to the state personnel department.

(b) In the department there shall be a civil service commission of three members, with the powers and duties hereinafter enumerated.

Sec. 4. Director of Personnel.—After selection through open competitive examination, then upon recommendation of the civil service commission, the governor shall appoint a director of personnel, who shall be experienced in the field of personnel administration, and who is in known sympathy with the application of merit principles in public employment. The selection and appointment must be in conformity with civil service rules. The present merit system supervisor may be the appointee.
The director of personnel may be removed by the civil service commission for cause only after he has been presented in writing with the reasons for his removal. He shall be given an opportunity, not less than fifteen days, to answer any charges either in writing or upon his request to be heard by the commission. The statement of reasons and answer or transcript of hearing shall be filed with the secretary of state as a public record. The decision of the commission, after a hearing, shall be final and not subject to appeal.

Sec 5. Organization of the Commission.—(a) The present merit system council shall be transformed into the civil service commission. The members of the commission shall be persons in sympathy with the application of merit principles to public employment. No member of the commission shall be a member of any local, state, or national committee of a political party or an officer or member of a committee in any partisan political club or organization or shall hold, or be a candidate for, any paid public office. Not more than two members of the same
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11 political party shall serve on the commission at the same
12 time.
13
14 (b) Vacancies in the present merit system council
15 now being transferred by this article into the civil serv-
16 ice commission occur June thirtieth, one thousand nine
17 hundred sixty-one, June thirtieth, one thousand nine
18 hundred sixty-two and June thirtieth, one thousand nine
19 hundred sixty-three. The members of the commission
20 shall be appointed by the governor by and with the
21 advice and consent of the senate. On the first vacancy,
22 one member shall be appointed for a term of four years,
23 on the second vacancy, the member shall be appointed for
24 a term of five years, and on the third vacancy, for a term
25 of six years. Thereafter, each member shall be appointed
26 for a term ending six years from the date of expiration
27 of the term for which his predecessor was appointed,
28 except that a person appointed to fill a vacancy occurring
29 prior to the expiration of such term shall be appointed
30 for the remainder of the term. Each member of the com-
31 mission shall hold office until his successor is appointed
32 and qualified.
(c) A member of the commission may be removed by the governor only for cause, after being given a copy of charges against him and an opportunity to be heard publicly on such charges before the governor. A copy of the charges and a transcript of the record of the hearing shall be filed with the secretary of state. The decision of the governor, after a hearing, shall be final and not subject to appeal.

(d) Members of the commission shall each be paid twenty-five dollars for each day devoted to the work of the commission, but not more than six hundred dollars in any one year. They shall be entitled to reimbursement for necessary traveling and other expenditures necessitated by their official duties.

(e) The commission shall elect one of its members chairman. It shall meet at such time and place as shall be specified by call of the chairman or the directors. At least one meeting shall be held in each month. All meetings shall be open to the public. Notice of each meeting shall be given in writing to each member by the director at least three days in advance of the meeting. Two mem-
bers shall constitute a quorum for the transaction of business.

(f) There is hereby created an advisory board to advise the commission and the director in the administration of this article. The advisory board shall consist of the appointing authorities from all agencies having employees in the classified service.

Sec. 6. Duties of the Commission.—In addition to the duties expressly set forth elsewhere in this law, the commission shall:

1. Represent the public interest in the improvement of personnel administration in the state service.

2. Advise the governor and the director on problems concerning personnel administration.

3. Foster the interest of institutions of learning and of industrial, civic, professional and employee organizations in the improvement of personnel standards in the state service.

4. Make any investigation which it may consider desirable concerning the administration of personnel in
the state service, and make recommendations to the di-
rector with respect thereto.

(5) Make an annual report and special reports and
recommendations to the Governor.

(6) Approve the budget as prepared by the director
for administration of this article before submission to the
director of the budget.

Sec. 7. Duties of the Director.—(a) The director, as
executive head of the department, shall direct and super-
vise all its administrative and technical activities. In ad-
dition to the duties imposed upon him elsewhere in this
law, it shall be his duty:

(1) To apply and carry out this law and the rules
adopted thereunder.

(2) To attend meetings of the commission and to act
as its secretary and keep minutes of its proceedings.

(3) To establish and maintain a roster of all employees
in the state civil service, in which there shall be set forth,
as to each employee, the class title, pay or status, and
other pertinent data.

(4) To appoint such employees of the department and
such experts and special assistants as may be necessary
to carry out effectively the provisions of this law.

(5) To foster and develop, in cooperation with ap-
pointing authorities and others, programs for the im-
provement of employee effectiveness, including training,
safety, health, counseling and welfare.

(6) To make available to the public information about
vacancies in the classified service and to strive constantly
to attract to the career service of this state people of the
highest ability.

(7) To investigate from time to time the operation and
effect of this law and of the rules made thereunder and
to report his findings and recommendations to the com-
mission and to the governor.

(8) To make an annual report regarding the work of
the department, and such special reports as he may con-
sider desirable, to the commission.

(9) To prepare the annual budget for the department
of personnel and when approved by the commission, sub-
mit it to the director of the budget.

(10) To perform any other lawful acts which he may
(b) In the event of the absence of the director or his inability from any cause to discharge the powers and duties of his office, the commission may from time to time designate in writing an employee of the department to act for him. In such case, the powers and duties of the director shall devolve upon such employee designated by the commission.

(c) The director may designate appropriate persons, including officers and employees in the state service, to assist in the preparation and rating of tests. An appointing authority shall excuse any employee in his division from his regular duties for the time required for his work as an examiner. Such officers and employees shall not be entitled to extra pay for further services as examiners but shall be entitled to reimbursement for necessary traveling and other expenses.

Sec. 8. Rules.—The present merit system council rules shall be transformed into the temporary rules of the civil service commission and shall continue in effect until the
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director of personnel prepares and submits to the civil service commission new rules for the classified service. Such new rules shall be filed and made effective in conformity with article two, chapter five of this code after public notice and public hearing. Amendments thereto may be made in the same manner. The new rules shall provide:

(1) For the preparation, maintenance and revision of a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for and the same schedule of pay may be equitably applied to all positions in the same class. After such classification has been approved by the commission, the director shall allocate the position of every employee in the classified service to one of the classes in the plan. Any employee affected by the allocation of a position to a class shall, after filing with the director of personnel a written request for reconsideration thereof in such manner and form as the director may prescribe, be given a reasonable opportunity to be heard thereon by
the director. The interested appointing authority shall be
given like opportunity to be heard.

(2) For a pay plan for all employees in the classified
service, after consultation with appointing authorities and
the state fiscal officers, and after a public hearing held
by the commission. Such pay plan shall become effective
only after it has been approved by the governor after sub-
mission to him by the commission. Amendments to the
pay plan may be made in the same manner. Each em-
ployee shall be paid at one of the rates set forth in the
pay plan for the class of position in which he
is employed. The principle of equal pay for equal work
in the several agencies of the state government shall be
followed in the pay plan as established hereby.

(3) For open competitive examinations to test the rela-
tive fitness of applicants for the respective positions. Such
examinations need not be held until after the rules have
been adopted, the service classified and a pay plan estab-
lished, but shall be held not later than one year after this
article takes effect. Such examinations shall be announced
publicly at least fifteen days in advance of the date fixed for the filing of applications therefor, and may be advertised through the press, radio and other media. The director may, however, in his discretion, continue to receive applications and examine candidates long enough to assure a sufficient number of eligibles to meet the needs of the service; and may add the names of successful candidates to existing eligible lists in accordance with their respective ratings.

Veterans who present proof of at least one year's honorable service to the United States in either of the World Wars or the Korean War shall be entitled to an additional five points on any examination and disabled veterans shall be entitled to an additional ten points: Provided, however, that no such additions shall be made where a veteran fails to pass the examination.

(4) For promotions which shall give appropriate consideration to the applicant's qualifications, record of performance and his score on written examination, when such examination is practicable. In filling vacancies an effort should be made to achieve a balance between pro-
motion from within the service and the introduction into
the service of qualified new employees. An advancement
in rank or grade or an increase in salary beyond the
maximum fixed for the class shall constitute a promotion.
(5) For the establishment of eligible lists for appointment
and promotion, upon which lists shall be placed the
names of successful candidates in the order of their relative excellence in the respective examinations. Eligibility
for appointment from any such list shall continue not longer than three years. An appointing authority must make his selection from the top five names on the appropriate list of eligibles.
(6) For the rejection of candidates or eligibles who fail to comply with reasonable requirements in regard to such factors as age, physical condition, character, training and experience, who are addicted to alcohol or narcotics, or who have attempted any deception or fraud in connection with an examination, or where in the judgment of the commission there is reasonable doubt of the loyalty of the candidate or eligible to the nation.
(7) For a period of probation not to exceed one year
before appointment or promotion may be made complete.

(8) For provisional employment without competitive examination when there is no appropriate eligible list available. No such provisional employment shall continue longer than six months, nor shall successive provisional appointments be allowed, except during the first year after the effective date of this law in order to avoid stoppage of orderly conduct of the business of the state.

(9) For keeping records of performance of all employees in the classified service, which service records may be considered in determining salary increases and decreases provided in the pay plan; as a factor in promotion tests; as a factor in determining the order of lay-offs because of lack of funds or work and in reinstatement; and as a factor in demotions, discharges and transfers.

(10) For lay-offs by reason of lack of funds or work, or abolition of a position, or material change in duties or organization, and for reemployment of employees so laid off, giving consideration in both lay-offs and reemployment to performance record and seniority in service.

(11) For discharge or reduction in rank or grade only
for cause of employees in the classified service. Discharge
or reduction of these employees shall take place only after
the person to be discharged or reduced has been presented
with the reasons for such discharge or reduction stated in
writing, and has been allowed a reasonable time to reply
thereto in writing, or upon request to appear personally
and reply to the head of the department or his deputy.
The statement of reasons and the reply shall be filed as a
public record with the director.

(12) For such other rules and administrative regula-
tions, not inconsistent with this law, as may be proper
and necessary for its enforcement.
The commission and the director may include in the
rules provided for in this article such provisions as are
necessary to conform to regulations and standards of any
federal agency governing the receipt and use of federal
grants-in-aid by any state agency; anything in this article
to the contrary notwithstanding. The commission and the
director shall see that rules and practices meeting such
standards are in effect continuously after the effective
date of this article.
Sec. 9. Duty to Furnish Facilities.—All officers and employees of the state and of municipalities and political subdivisions of the state shall allow the department the reasonable use of public buildings under their control, and furnish heat, light and furniture, for any examination, hearing or investigation authorized by this law. The department shall pay to a municipality or political subdivision the reasonable cost of any such facilities furnished by it.

Sec. 10. Duties of State Officers and Employees.—All officers and employees of the state shall comply with and aid in all proper ways in carrying out the provisions of this law and the rules, regulations and orders thereunder. All officers and employees shall furnish any records or information which the director or the commission may request for any purpose of this law. The director may institute and maintain any action or proceeding at law or in equity that he considers necessary or appropriate to secure compliance with this article and the rules and orders thereunder.

Sec. 11. Status of Present Employees.—(a) Employees
under the present merit system at the effective date of this article: No employee shall lose any rights gained by appointment under the present merit system now being formulated into the civil service by this article. Employees who have gained permanent status under the present system will not be subject to further examination, except when they wish to qualify for promotion, and will continue in the position they hold. Their rights as permanent employees shall be continuous. Employees holding provisional appointments under the present merit system must qualify for permanent appointments under competitive examination.

(b) Employees holding positions included under classified service by this article or placed under the same by future action shall be required to take qualifying tests prescribed by the director. Those employees who fail to qualify shall be dismissed from their positions within thirty days after establishment of an eligible list for their respective positions.

Nothing in this article shall preclude the reclassification or reallocation as provided by this law of any position.
Sec. 12. Certification of Payrolls.—(a) No state disbursing or auditing officer shall make or approve or take any part in making or approving any payment for personal service to any person holding a position in the classified service unless the payroll voucher or account of such pay bears the certification of the director, or of his authorized agent, that the persons named therein have been appointed and employed in accordance with the provisions of this law and the rules, regulations and orders thereunder. The director may for proper cause withhold certification from an entire payroll or from any specific item or items thereon. The director may, however, provide that certification of payrolls may be made once every six months, and such certification shall remain in effect except in the case of any officer or employee whose status has changed after the last certification of his payroll. In the latter case no voucher for payment of salary to such employee shall be issued or payment of salary made without further certification by the director.

(b) If an appointing authority fails to comply with an order of the commission after a hearing, he shall be per-
sonally liable to the appealing employee for any salary
due from the time of the final order of reinstatement by the
commission.

(c) If the director wrongfully withholds certification of
the payroll voucher or account of any employee, such
employee may maintain a proceeding in the courts to com-
pel the director to certify such payroll voucher or account.

Sec. 13. Appeals by Employees to the Commission.—Any
employee in the classified service who is dismissed or de-
moted after completing his probationary period of service
or who is suspended for more than thirty days in any one
year, may, within thirty days after such dismissal, de-
motion or suspension, appeal to the commission for review
thereof. Upon such review, both the appealing employee
and the appointing authority whose action is reviewed
shall have the right to be heard publicly and to present
evidentiary facts. At the hearing of such appeals, tech-
nical rules of evidence shall not apply. If the commission
finds that the action complained of was taken by the ap-
pointing authority without good cause, the employee shall
be reinstated to his former position or a position of like
status and pay, without loss of pay for the period of his suspension. When any employee is dismissed and not re-instated after such appeal, the commission in its discretion may direct that his name be placed on an appropriate reemployment list, for employment in any similar position other than the one from which he has been removed. Any final action or decision taken or made hereunder shall be subject to review by the supreme court of appeals, if appeal is made within sixty days of the action or decision complained of.

Sec. 14. Records of the State Personnel Department.—The records of the department, except such records as the rules may properly require to be held confidential for reasons of public policy, shall be public records and shall be open to public inspection, subject to reasonable regulations as to the time and manner of inspection which may be prescribed by the director.

Sec. 15. Services to Political Subdivisions.—(a) Subject to the approval of the commission the director may enter into agreements with any municipality or other political subdivision of the state to furnish services and
facilities of the department to such municipality or political subdivision in the administration of its personnel on merit principles. Any such agreement shall provide for the reimbursement to the state of the reasonable cost of the services and facilities furnished, as determined by the directors. All municipalities and political subdivisions of the state are hereby authorized to enter into such agreements. Subject to the approval of the commission, the director may enter into an agreement with the state department of health for the inclusion of personnel of local health departments under the civil service system established by this article.

(b) The director may cooperate with governmental agencies for other jurisdictions charged with personnel administration in conducting joint tests and establishing joint lists from which eligibles shall be certified for appointment in accordance with the provisions of this law.

Sec. 16. Retirement System.—The director will submit to the governor recommendations concerning the advisability and practicability of establishing an actuarially sound re-
tirement and pension system for persons holding positions in the service.

Sec. 17. Oaths, Testimony, and the Production of Records; Immunity from Suit.—The commission, each member of the commission and the director shall have power to administer oaths, subpoena witnesses and compel the production of books and papers pertinent to any investigation or hearing authorized by this law. Any person who shall fail to appear in response to a subpoena or to answer any question or produce any books or papers pertinent to any such investigation or hearing or who shall knowingly give false testimony therein shall be guilty of a misdemeanor. Immunity from civil suit is hereby granted for all relevant evidence offered at commission hearings.

Sec. 18. Refusal to Testify.—If any employee in the state service shall wilfully refuse or fail to appear before any court or judge, any legislative committee, or any officer, board or body authorized to conduct any hearing or inquiry, or having appeared shall refuse to testify or answer any question relating to the affairs or government of the state of the conduct of any state officer or em-
ployee on the ground that his testimony or answers would tend to incriminate him, or shall refuse to accept a grant of immunity from prosecution on account of any matter about which he may be asked to testify at any such hearing or inquiry, he shall forfeit his office or position and shall not be eligible thereafter for appointment to any position in the state service.

Sec. 19. Political Activities Prohibited.—(a) No person shall be appointed or promoted to, or demoted or dismissed from any position in the classified service or in any way favored or discriminated against with respect to such employment because of his political or religious opinions or affiliations or race; but nothing herein shall be construed as precluding the dismissal of any employee who may be engaged in subversive activities or found disloyal to the nation.

(b) No person shall seek or attempt to use any political endorsement in connection with any appointment in the classified service.

(c) No person shall use or promise to use, directly or indirectly, any official authority or influence, whether
possessed or anticipated, to secure or attempt to secure
for any person an appointment or advantage in appoint-
ment to a position in the classified service, or an increase
in pay or other advantage in employment in any such
position, for the purpose of influencing the vote or politi-
cal action of any person, or for any consideration.

(d) No employee in the classified service or member
of the commission or the director shall, directly or indi-
rectly, pay or promise to pay any assessment, subscription
or contribution, or perform any service for any political
party, or solicit or take any part in soliciting any such
assessment, subscription, contribution or service. No per-
son shall solicit any such assessment, subscription, con-
tribution or service of any employee in the classified
service.

(e) No employee in the classified service shall be a
member of any national, state or local committee of a
political party, or an officer or member of a committee
of a partisan political club, or a candidate for nomination
or election to any paid public office, or shall take any part
in the management or affairs of any political party or in
any political campaign, except to exercise his right as a citizen privately to express his opinion and to cast his vote.

(f) Any officer or employee in the state service who violates any of the foregoing provisions of this section shall forfeit his office or position, and for one year shall be ineligible for any office or position in the state service.

Sec. 20. Unlawful Acts Prohibited.—(a) No person shall make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under any provisions of this law or in any manner commit or attempt to commit any fraud preventing the impartial execution of this law and the rules.

(b) No person shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in, a position in the classified service.

(c) No employee of the department, examiner, or other person shall defeat, deceive or obstruct any person in his right to examination, eligibility, certification or
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appointment under this law, or furnish to any person any
special or secret information for the purpose of affecting
the rights or prospects of any person with respect to
employment in the classified service.

Sec. 21. Penalties.—(a) Any person who wilfully vio-
lates any provision of this law or of the rules shall be
guilty of a misdemeanor, and shall upon conviction be
punished by a fine of not less than one hundred dollars
nor more than five hundred dollars or by imprisonment
in the county jail for a period not to exceed one year,
or both, in the discretion of the court. Jurisdiction under
this section shall be in a court of record exercising crimi-
nal jurisdiction within the county wherein the offense is
committed.

(b) Any person who is convicted of a misdemeanor
under this law shall, for a period of five years, be ineligible
for appointment to or employment in a position in the
state service, and if he is an officer or employee of the
state, shall forfeit his office or position.

Sec. 22. Appropriations.—(a) Appropriations shall be
made from the general fund to the state personnel depart-
ment to meet the estimated pro rata share of the cost of administering the provisions of this article for departments, commissions, boards or agencies which receive their sole support from the general fund or other state funds.

(b) The director shall maintain accurate records reflecting the cost of administering the provisions of this article. At the close of each quarter year period he shall summarize the cost and shall bill each department, commission, board or agency which receives support from the federal government for a pro-rata share of the administrative cost based on the relationship between the quarterly average number of employees in the service of such department, commission, board or agency and the quarterly average number of employees in the service of all the departments, commissions, boards and agencies for the appropriate calendar quarter.

(c) All departments, commissions, boards or agencies which receive support from the federal government shall include in their budgets sufficient amounts to meet their pro rata shares of the cost of administering this article
24 and shall remit such shares quarterly to the state personnel department in the manner provided by law.

26 (d) The department is authorized and directed to accept on behalf of the state any grant or contribution, federal or otherwise, made to assist in meeting the cost of carrying out the purposes of this article.

Sec. 23. Separability.—If any provision of this law or of any rule, regulation or order thereunder or the application of such provision to any person or circumstance shall be held invalid the remainder of this law and the application of such provision of this law or of such rule, regulation or order to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.
The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

Chairman Senate Committee

Chairman House Committee

Originated in the House.


Clerk of the Senate

Clerk of the House of Delegates

President of the Senate

Speaker House of Delegates

The within appears this the 16th day of March, 1961.

Governor

Filed in Office of the Secretary of State of West Virginia MAR 16 1961

JOE F. BURDETT
SECRETARY OF STATE