Examining Board to be created.

shall be created an Examining Board for the Fire Department of Baltimore City; said board to consist of the President of the Board of Fire Commissioners, the Chief Engineer of the Fire Department, and one other member; said member to be appointed by the Mayor in the manner prescribed in Sections 25 and 30 of Article 4 of the Code of Public Local Laws, and holding his office as therein provided; the duty of which Examining Board shall be to ascertain by appropriate investigation and examination the relative qualifications of all candidates for appointment or promotion in the Fire Department of Baltimore City, and to furnish from time to time to the Board of Fire Commissioners graded lists of those whom they shall deem qualified for appointment or promotion, from which graded lists all promotions and appointments shall be made by said Board of Fire Commissioners, except appointment to the position of Chief Engineer. In the preparation of such graded lists the said Examining Board shall ascertain by competitive examinations the relative qualifications, physical and otherwise, of all applicants for appointment or promotion in said Fire Department for the performance of the duties required of them, and shall place the names of the accepted candidates upon said lists in the order of their relative qualifications, as ascertained by such competitive examinations; and every appointment or promotion made by the Board of Fire Commissioners in the said Fire Department (except to the position of Chief Engineer) shall be made from the three names standing highest at the time of making such appointment or

Duties.

Duties.

promotion upon the graded lists of candidates for such appointment or promotion.

How examinations are to be conducted.

SEC. 2. And be it further ordained, That the said examinations shall be conducted by and under definite rules, to be adopted by said Examining Board from time to time, and when so adopted, to be recorded before the holding of every examination to which they shall be made applicable; and the said rules shall prescribe the system of marking by which the relative grades of the several candidates, whom the said Examining Board may find qualified, shall be determined upon the said lists.

No name to be placed on payroll until a certificate has been filed with Comptroller.

SEC. 3. And be it further ordained, That the name of no person appointed or promoted to any position in the Fire Department, after the creation of said Examining Board, shall be placed upon the payroll of said Fire Department until he shall have first filed with the City Comptroller a certificate of the said Examining Board that his promotion or appointment has been made in conformity with the provisions of this ordinance.

Duty of Clerk

SEC. 4. And be it further ordained, That the President of the Board of Fire Commissioners shall be the President of said Examining Board, and that the Clerk of the Board of Fire Commissioners shall perform the duties of clerk to said board. It shall be the duty of said clerk to keep a full and correct record of the proceedings of said Examining Board, and of all the said graded lists prepared by it, which shall at all reasonable times be open to public inspection, and shall perform such execu-