

## **Civil Service Rule III: Commission, Organization & Procedure**

### **Section 1. Organization of the Commission:**

The Commission shall, at its first regular meeting in October, elect one Commissioner to serve as chairman for a term of two years, or until a successor is duly elected. The Commission shall also, at the same meeting, elect one Commissioner to serve as vice-chairman for a term of two years, or until a successor is duly elected. If either of these offices is vacated because of death, resignation, or in any other manner, before the expiration of the incumbent's term of office, the Commission shall elect his successor at the next regular meeting of the Commission. The Director of Personnel shall act as secretary of the Commission.

### **Section 2. Regular Meetings:**

The Commission shall hold regular meetings and shall designate the date, time and place the meetings are to be held and give public notice thereof. Regular meetings may be canceled by the Commission or on request of the Director.

### **Section 3. Special Meetings:**

Special meetings may be called by any Commissioner or by the Director, upon giving advance notice to each Commissioner.

### **Section 4. Rules of Order:**

The Commission shall not be bound by any rules of order, evidence or procedure in its meetings, hearings, or investigations, except such as it may itself establish.

### **Section 5. Quorum:**

Two members of the Commission shall constitute a quorum for the transaction of business. Any meeting shall be adjourned in the absence of a quorum.

### **Section 6. Power to Take Action:**

Neither the Commission nor any member shall have power to take action except by majority vote in meeting assembled. An appeal by any appointing authority, employee, or taxpayer of the City from any act of the director or any appointing authority may be heard or reviewed by one member of the Commission, however, a majority of the membership of the Commission shall consider all the evidence presented in the hearing or review, shall participate in the decision, and render a decision by majority vote.

### **Section 7. Minutes:**

The Director, or in case of his absence or disability, the person acting for him, shall attend all regular meetings of the Commission, shall act as its secretary and record its official actions in the minutes. The time and place of each meeting of the Commission, names of Commissioners present, all official acts of the Commission, the votes of each Commissioner except when the acts are unanimous and, when requested, a

Commissioner's dissent, with his reasons, and the actions of the Commission thereon, shall be recorded in the minutes. All communications and requests referred to the Commission for official action shall be appended to and made a part of the minutes. The Director shall cause the minutes to be transcribed and presented for approval or amendment at the next regular meeting. The official copy of the minutes and any amendments thereto, or a true copy thereof, certified by the Secretary of the Commission shall be kept at the offices of the Department and shall, subject to reasonable regulations, be open to the public inspection.

**Section 8. Appeals to the Commission:**

Any appointing authority, employee, or taxpayer of the City who feels himself aggrieved by the action of any appointing authority, or of the Director may within ten (10) days after the effective date of such action file a written complaint with the Commission on any matter involved in the administration and enforcement of Article XVIII, the rules, and ordinances adopted in accordance with Article XVIII. The Commission may consider the appeal and set a time for the hearing or review in accordance with its work schedule and dates available for the hearing or review. The provisions of this section shall not apply in cases of disciplinary actions which shall be governed by Rules IX and XIII.