

RULE II
COMMISSION ORGANIZATION AND PROCEDURE BY-LAWS

Section 2.1 **INITIAL TERMS OF OFFICE**

One Commission member shall be appointed by the Board and shall serve an initial three-year term. One member shall be appointed by the Governing Board upon the recommendation of the classified employees and the initial term shall be for two years. As soon after their appointment as practicable, but within 30 days, the two members shall appoint the third member. If such two members do not make an appointment within the 30-day period, the Executive Office of the State Personnel Board shall make the appointment. All initial terms began December 1, 1977.

Section 2.2 **SUBSEQUENT TERMS OF OFFICE**

By law a term of each Commissioner is for three years and expires at noon December 1. The term of one Commissioner expires each year. On or about August 1, of each year, the Personnel Director shall notify the County Board of Education through the County Superintendent of Schools of the name and home address of the Commissioner whose term will expire and whether or not they will accept reappointment. That notification shall also list the appointing authority and indicate that the Board must follow the provisions of Education Code Section 45246.

Section 2.3 **ELECTION OF OFFICERS**

- A. The officers of the Personnel Commission shall be Chairperson and Vice-Chairperson.
- B. The Personnel Commission shall at its first meeting in December of each year elect one of its members to serve as Chair for a period of one year. They may serve more than one term.
- C. At the same time and in the same manner the Commission shall elect one of its members to serve as Vice-Chair.
- D. The Chair shall be the presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice-Chair shall preside.
- E. The Personnel Director shall serve as Secretary to the Commission.

Section 2.4 MEETINGS

- A. A regular meeting of the Personnel Commission shall normally be held once a month, the time and place to be set the first meeting in December of each year.
- B. The Secretary to the Commission may call a special meeting of the Commission whenever it is considered necessary. The Secretary shall call such a special meeting if requested to do so by a member of the Commission.
 - 1. The members of the Commission shall be notified of each special meeting by written notice delivered to them personally, or by mail, at least 24 hours in advance of the meeting. The time and place of the meeting shall be specified in the call. Only those items of business to be listed in the call will be considered at the meeting.
 - 2. Newspaper, radio stations, and other agencies, appropriate for public notification purposes shall be notified 24 hours in advance of a Special meeting if they have requested such notification in writing prior to the meeting.
- C. All meetings of the Commission are subject to the Brown Act regulations of the state.

Rules of Order

The Commission shall be governed by the parliamentary rules of order as set forth in Robert's Rules of Order, revised, and abridged, unless specific written exceptions are adopted by formal Commission action.

D. Order of Business

The order of business at each meeting of the Commission shall be established when the agenda is adopted.

1. **Agenda**

The Personnel Director shall prepare an agenda for each regular meeting of the Commission. The agenda shall be delivered to each Commission member at least 72 hours prior to said meeting.

The Director shall prepare an agenda for all special meetings of the Commission. The agenda shall be delivered to each Commission member at least 24 hours prior to said meeting.

2. **Addenda to Agenda**

The Personnel Director may submit addenda to the agenda in writing prior to a regular meeting. The Commission may act upon the addenda.

- E. **Items from the Floor**
Any person appearing before the Commission may request that the Commission consider an item presented by them. The Commission will allow the individual five (5) minutes to make their presentation. Additional time may be allowed by unanimous consent of the Commission. No action may be taken on non-agenda items unless an emergency is found to exist by a separate action of the Commission.
- F. **Public Testimony**
Any individual wishing to present testimony to the Commission concerning an item on the agenda under consideration by the Commission shall be recognized by the Chair at an appropriate time and granted 5 minutes to present their testimony.
- G. **Recording of Motions**
Motions or resolutions shall be recorded as having carried or failed. Individual votes shall be recorded unless the action is unanimous.
- H. **Quorum**
Two members of the Commission shall constitute a quorum and may transact business.
- I. **Closed Sessions**
Upon the request of the majority of the Commission members present or the Secretary, the presiding officer shall declare the Commission in closed session. The room may then be cleared of any non-members whom the Commission does not wish to be present. The items to be deliberated in closed session shall be limited to personnel matters. All deliberations shall be in conformity to the law. No action can be taken while the Commission is in closed session.
- J. **Minutes**
The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners. When requested, a Commissioner's dissent or approval and the reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be distributed to recognized employee organization representatives who have filed a written request for them.

Section 2.5 ROSTER OF EMPLOYEES AND POSITIONS

The Personnel Director and Personnel Commissioners shall have unrestricted access to the central roster of employees and other such information as they may deem reasonably appropriate to monitor the rules of the Personnel Commission. Such roster and information shall be maintained by the County Superintendent.

Section 2.6 **COMMISSION BUDGET**

The Classified Personnel Director shall prepare and submit to the Commission, a proposed operating budget for the next ensuing fiscal year in accordance with statutes, Board of Education Policies, and Administrative regulations of the Superintendent of Schools. After adoption of the budget by the Superintendent as provided in Education Code Section 45253, the Classified Personnel Director shall be the Administrator of the Commission's funds and responsible for appropriate expenditure. The Personnel Director shall make periodic reports as necessary or as requested by the Commission of the expenditure of Commission funds. (Education Code 45240-45266).

Approved by Personnel Commission: December 14, 1993
Reviewed March 18, 2003 (No changes recommended)

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