

**Rules and Regulations of the  
Municipal Civil Service Commission**

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**RULE III**

**COMMISSION MEETINGS**

A. Regular Meetings

The Commission shall hold regular meetings at such times and places as may be designated by resolution of the Commission.

B. Special Meetings

1. The President or any two Commissioners may call special meetings of the Commission by giving not less than forty-eight hours written notice of such meeting to each Commissioner. Such notice shall indicate the subject or subjects to be considered and no other business shall be considered, except by and with the consent of all three Commissioners.

2. The notice requirements provided herein may be waived by each and/or all Commissioners; however, if a Commissioner is not present at such meeting, no other business shall be considered which is not set forth in the waiver signed by the Commissioner.

C. Executive Sessions

The Commission may meet in executive session. No formal action shall be taken at such sessions.

D. Public Meetings

1. All regular meetings of the Commission shall be open to the public.
2. Special meetings of the Commission shall be open to the public.
3. Executive sessions of the Commission shall not be open to the public.

E. Conduct of Meetings

The President shall preside over and conduct all meetings and sessions of the Commission. All Commission members, including the President, shall have one vote.

F. Quorum

Two members of the Commission shall constitute a quorum.

## Rules and Regulations of the Municipal Civil Service Commission

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### G.     Minutes

The Commission shall keep minutes of its proceedings. Such minutes shall include the time and place of each meeting and the votes of each member except where the votes are unanimous. When requested, the reasons for a member's approval or dissent shall be recorded. The minutes shall be transcribed and presented for approval to the Commission. After being approved by the Commission, the President or presiding officer shall sign the minutes. All minutes of the Commission shall be open to the public.

### H.     President and Presiding Officer

1.     In February of each year the Commission shall elect one of its Commissioners as its President. Such person shall serve as President until the next election, provided such person remains a Commissioner.

2.     In the event the position held by the Commissioner serving as President becomes vacant, the Commissioner with the most seniority on the Commission shall serve as President until such time as the vacancy on the Commission is filled. Upon the filling of the vacancy, the Commission shall, at its next regular meeting, select a President who shall serve the unexpired term of the preceding President.

3.     In the event the President fails to attend a meeting of the Commission, and unless otherwise agreed by the Commissioners attending the meeting, the Commissioner with the most seniority shall act as the presiding officer.

<b>Amended as of:   July 29, 1996</b>
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