

RULE 3 – Personnel Commission

- 3.1 Members of the Commission shall be selected from among the qualified electors of the County and shall be familiar with the Merit System Rules and Policies. No more than three (3) of such members shall be from the same political party.
- 3.2 Each member shall hold office for a term of four (4) years or until his successor is appointed and qualified. Of the members first appointed, two (2) shall serve for a two (2) year term, two (2) for a three (3) year term, and one shall serve a four (4) year term, and such members shall determine, by lot, the length of their terms. Appointment to fill a vacancy caused by other than expiration of term shall be for the unexpired portion of the term.
- 3.3 A member of the Commission may be removed by the Board for cause. Any one of the following shall constitute the resignation of a Commissioner and authorize the Board to appoint a new member to fill the unexpired term so vacated:
 - A. Absence from three (3) consecutive quarterly meetings;
 - B. Becoming a candidate for any elective public office;
 - C. Accepting any appointive office or employment in County service.
- 3.4 The Commission shall elect one (1) of its members Chairperson. Three (3) members shall be present to constitute a quorum for the transaction of business. A majority of the quorum shall constitute a majority vote.
- 3.5 The Commission shall perform duties as are necessary to carry out the provisions of these Rules. In addition to the duties imposed upon it elsewhere, it shall be the duty of the Commission:
 - A. To suggest such Rules as it may find necessary or appropriate for administration of the Merit System Rules and Policies;
 - B. To advise the Board and Director of problems concerning personnel administration;
 - C. To advise and assist in fostering the interest of institutions of learning, civic, professional, and employee organizations in the improvement of personnel standards in the County service;
 - D. To make annual reports and such special reports as it considers desirable to the Board regarding personnel administration in the County service and recommendations for improvements.
- 3.6 Meetings: The Commission shall hold meetings in accordance with the Arizona Open Meeting Act, A.R.S. §38-431, et.seq.
 - A. The Commission shall meet at such times and places as shall be specified by call of a majority of the Commission or Chairperson;

- B. At least one (1) meeting shall be held in each quarter;
 - C. All meetings shall be open to the public;
 - D. At least five (5) days' written notice of each meeting shall be given by the Personnel Director to each member not joining in the call;
 - E. Three (3) members shall constitute a quorum for the transaction of business.
- 3.7 Agenda: All matters to be presented for consideration by the Commission at a regular or special meeting shall be placed on the Commission's agenda without undue delay. The agenda shall be mailed to each member of the Commission and shall be posted in accordance with A.R.S. §38-431.02.
- 3.8 Minutes: The Director shall provide for the recording of the official actions of the Commission in its minutes. The time and place of each meeting of the Commission, the commissioners present, all official acts of the Commission, and when requested, a commissioner's dissent and their reasons shall be recorded in the minutes. The Director shall cause the minutes to be transcribed and presented for approval or amendment at the next meeting. The minutes or a true copy thereof shall be open to public inspection.