



City of Hamilton Civil Service Commission

Rules of Procedure

I. Organization

Pursuant to City of Hamilton Charter Section 10.01, the Civil Service Commission shall consist of three members: (2) City Council Appointees; and (1) Board of Education Appointee.

II. Meetings

- A. A quorum must be present to constitute an official meeting of the Commission and for the Commission to vote on any item requiring its action.
- B. A quorum shall consist of two (2) members. (Hamilton Charter Section 10.01(C)).
- C. A concurring vote of the majority of the members present shall be necessary to pass on any matter referred to them or on any matter which the Commission is required to pass by law. All members present must cast a vote on each motion, properly made and seconded, except when a conflict of interest exists, in which case the member or members with a conflict must abstain from voting.
- D. Variation from the normal order of business on an agenda can be made by the Chairperson if he or she determines.
- E. In the event any regular or special meeting may include an executive session (meeting closed to the public), all requirements of the Ohio Public Meetings Act shall be met.
- F. No member shall be excused from attendance at a Commission meeting, except upon voice vote and by a vote of the majority of the members present.
- G. Any member desiring to be excused while the Commission is in session shall obtain such permission from the Chairperson.

III. Regular Meetings

- A. All regular meetings of the Civil Service Commission shall be open to the public.
- B. Effective January 2017, the regular meetings of the Commission will be held on the second (2nd) and fourth (4th) Tuesdays of each month at 2:00 p.m., unless this schedule is modified in advance by the Chairperson to adjust for anticipated scheduling issues such as City observed holidays or the Chairperson determines that a regular meeting should be cancelled. Regular

meetings will be held in the Council Chambers of the Hamilton Municipal Building or such other place as deemed advisable by the Commission.

- C. The City Clerk shall post or publish notice of all regular meetings in such fashion that any person may determine the time, place, and purpose thereof forty-eight (48) hours in advance of the regular meetings.

IV. Special Meetings

- A. Special meetings of the Civil Service Commission may be called by the Chairperson.
- B. In the case of a special meeting, sufficient notice of the time, place and purpose of the special meeting shall be conveyed to the membership.
- C. The City Clerk shall post or publish notice of all special meetings in such fashion that any person may determine the time, place, and purpose thereof twenty-four (24) hours in advance of the special meetings.

V. Voting

- A. All members shall have the power to vote and in the event of a roll call vote, members will cast their vote in alphabetical order.

VI. Minutes

- A. Minutes shall be kept by the Secretary of all meetings of the Civil Service Commission. Such minutes shall contain all the motions and votes of the Civil Service Commission.
- B. The minutes shall be subject to the approval of the Civil Service Commission.

VII. Procedures

- A. All inquiries or matters requiring official action by the Civil Service Commission shall be submitted to the Civil Service and Personnel Department five (5) business days at 5:00 p.m. prior to the regular meeting of the Civil Service Commission at which it is to be considered so that there is ample time to have necessary reports or information prepared by the Secretary prior to placing it on the agenda.
- B. The normal order of business shall be:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of the minutes of the previous meeting
 - 4. Old Business
 - 5. New Business
 - a. All communications, reports, or motions shall be filed with the Secretary no later than 5:00 p.m. of the Tuesday of the week

preceding the regular meeting and no later than 8:00 a.m. three (3) business days preceding a special meeting.

6. Audience of Citizens
 - a. If a citizen wishes to speak during Audience of Citizens, the citizen must provide in writing his or her full name and mailing address, and topic to be addressed on a Sign-in sheet in the Red Book as well as verbally when beginning to speak to the Commission.
 - b. Citizens must be respectful and shall be limited to addressing the Commission on any subject or subjects to five (5) consecutive minutes.
 - c. Impermissible Conduct by Citizens and Topics:
 - i. Discussion of pending court cases or pending grievances.
 - ii. Make Commission meetings a forum for personal attacks of individuals or groups present or not present.
 - iii. Expect the Commission at its meetings to resolve complex issues which will take significant time and resources to answer.
7. Audience of Commission
8. Executive Session
9. Motion to Adjourn
- C. Debate – Limitation. A citizen shall be entitled to address the Commission on any subject or subjects on the agenda for five (5) consecutive minutes.
- D. All proceedings, decisions, and resolutions of the Commission shall be initiated by motion. The vote upon the motions and resolutions shall be recorded.
- E. The agenda for the forthcoming meeting shall be prepared by the Secretary and shall be sent to the Civil Service Commission members and City Clerk electronically by no later than the Thursday preceding the regular meeting and no later than two (2) business days preceding a special meeting. The City Clerk shall also upload the completed agenda on the City of Hamilton's Civil Service Commission webpage. The Commission may take official action on an item that does not appear on a regular meeting agenda by voting pursuant to Articles II and V of these rules. No official action other than what is listed on a special meeting agenda shall take place.
- F. The Civil Service Commission shall require information as may be reasonably required by said Commission for the purpose of evaluation or consideration of the matter. In the event that sufficient information has not been furnished, the Commission may table the matter until such time as required information has been furnished.

VIII. Amendments

- A. These rules may be amended or modified provided that such amendment is presented in writing at one meeting and favorable action taken thereon at a subsequent meeting.

Adopted: By Civil Service Comm.
Nadine Hill Nadine Hill, Secretary

Date: 12/06/2016