Rule 2 - Civil Service Commission

2.10 Organization

The Civil Service Commission shall at the first meeting of each calendar year elect a Chairperson. The Chairperson shall preside at all meetings of the Commission, sign necessary papers as Chairperson, and carry out the usual duties assigned to a Chairperson. In the temporary absence of the Chairperson, one of the members of the Commission may be selected to serve as temporary Chairperson.

2.20 Quorum

Two members of the Commission shall constitute a quorum thereof and two affirmative votes shall be required for the transaction of any official business of the Commission.

2.30 Minutes

Minutes of the meetings of the commissioners shall be recorded by the Secretary and Chief Examiner and presented for approval at the next regular meeting. Upon approval, the minutes of meetings shall be signed by the Chairperson and countersigned by the Secretary/Chief Examiner and shall become a part of the permanent files of the Commission. Robert's Rules of Order shall control on questions of procedure except as otherwise provided by these Rules.

2.40 Date, Time and Place for Regular Meetings

Regular meetings of the Redmond Civil Service Commission shall be held on the third Wednesday of each calendar month at 5:30 p.m. at Redmond, Washington at a location from time to time designated by the Commission. Notice will be given as to location according to the provisions of RCW 42.30.080.

2.50 Date, Time and Place for Special Meetings

Special meetings of the Commission may be held within the City upon call of the Chairperson or any two members of said Commission at a time and place for which notice has been given according to the provisions of RCW 42.30.080 and written notice of which shall be given to the Commission members at least 24 hours in advance of said meetings unless a waiver thereof is received from such members.

2.60 Meetings: Public and Executive Sessions

- (A) All regular meetings of the Commission shall be open to the public, and no resolution, rule, regulation, order or directive shall be adopted by the Commission except in a regular or special meeting open to the public, the date of which is fixed by law or rule or notice of which has been given according to the provisions of RCW 42.30.080.
- (B) Executive sessions of the Commission may be held:
 - To conduct investigations and hearings and to receive and evaluate complaints or charges brought against a city official or an employee. However, upon the request of such official or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
 - 2. To discuss with legal counsel representing the commission matters relating to commission enforcement actions, or to discuss with legal counsel representing the commission litigation or potential litigation to which the commission, the city, or a civil service commissioner acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the city.
 - 3. To deliberate on testimony or exhibits presented at an appeal hearing.
 - 4. As otherwise permitted by the State Open Public Meeting Act, RCW Ch. 42.30.
- (C) Before convening in executive session, the Chairperson of the commission shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Chairperson.

2.70 Powers and Duties of the Civil Service Commission

(A) Make suitable rules and regulations to implement Chapter 2.12 of the RMC which are not inconsistent with the provisions thereof. Such rules and regulations shall provide in detail the manner in which examinations may be held, and appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made. The rules and regulations and any amendments thereof shall be made available for free public distribution. Such rules and regulations may be changed from time to time.

- (B) Make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this chapter, and the rules and regulations prescribed thereunder; inspect all institutions, departments, offices, places, positions and employments affected by Chapter 2.12 of the RMC, and ascertain whether said chapter and all such rules and regulations are being obeyed.
- (C) Hear and determine appeals or complaints respecting the administrative work of the Secretary and Chief Examiner, the rejection of an examination and such other matters as may be referred to the Commission pursuant to the duties outlined in subsection (A) of this section.
- (D) Provide for and authorize competitive tests to determine the relative qualifications of persons who seek employment in any class or position and as a result thereof establish eligibility lists for the various classes of positions as established by the City, and to provide that employees laid off because of curtailment of expenditures, reduction in force, and for like causes, head the list in the order of their seniority, to the end that they shall be the first to be reemployed.
- (E) Provide for a credit for all veterans passing an entrance examination in accord with RCW 41.04.005 and .010, as those statutes now exist or may be hereafter amended.
- (F) When an entry level or lateral position is to be filled, certify to the appointing authority, the name(s) according to the procedure outlined in Rule 7 herein. If there are fewer than three names on the entry level or lateral list, the appointing authority will have the option of calling for a new list or appoint based on those remaining on the list. If there are no such lists, the Commission shall make provision in their rules for provisional or temporary appointments for such positions.
- (G) Record and approve minutes of the Commission's meetings and keep such records as may be necessary for the proper administration of Chapter 2.12 of the RMC.
- (H) Appoint a Secretary and Chief Examiner in conformity with Rule 3.
- (I) Be informed of the classification plan prepared by the appointing authority.
- (J) Begin and conduct all civil suits which may be necessary for the proper enforcement of Chapter 2.12 of the RMC and of the Rules of the Commission. The Commission shall be represented in such suits by the chief legal officer of the City, or his/her designee, but said Commission may in any case be represented by special counsel appointed by it.

- (K) Employ independent counsel or appoint a special examiner to assist the Commission in the conduct of a hearing or an investigation.
- (L) Exercise such other powers and perform such other duties as may be imposed by virtue of the provisions of Chapter 2.12 of the RMC.

2.80 Relationship with City Officials and Employees

- (A) General. The Commission shall serve as an administrative body to promulgate rules and regulations in furtherance of the ordinances and laws governing civil service in the City of Redmond. Such rules and regulations of the Commission shall be developed through consultation and other communications from the Mayor and/or the appointing authority of the respective departments, their employees and interested citizens.
- (B) With City Council. The Commission shall meet with the City Council or duly appointed committees thereof, on request of the Council, committee, Mayor or commissioners, to discuss and clarify the policies expressed or administered under the Commission's Rules and the RMC.
- (C) <u>With Employees</u>. The Commission as a whole, or the duly designated members thereof, may meet to discuss the purpose and effect of regulations, or the observance thereof, with employees of the classified service.
- (D) Power to Create Offices, Make Appointments and Fix Salaries Not Infringed. All offices, places, classifications, job descriptions, positions and employments coming within the purview of Chapter 2.12 of the RMC shall be created by the Mayor and City Council or Mayor or whomever otherwise is vested with power and authority to select, appoint, or employ any person coming within the purview of Chapter 2.12 of the RMC and the Commission shall not infringe upon the power and authority of any such person or group of persons or appointing authority to fix the salaries and compensation of all employees employed thereunder.

2.90 Quasi-Judicial Matters

- (A) The Commission and its members shall not discuss any of the alleged facts relating to any disciplinary actions then pending except as part of a due process hearing. In addition, the commissioners shall not discuss with the appointing authority facts relevant to possible disciplinary actions.
- (B) Deceptive practices, false marks, etc. prohibited. Refer to Chapter 2.12.110 of the RMC.

2.11 Qualifications and Selection

No person shall be appointed a member of the Civil Service Commission who is not a citizen of the United States, a resident of the City for at least three years immediately preceding such an appointment and an elector of the County wherein they reside.

Members shall hold office for a term of six years.

Civil Service Commissioners are selected by the Mayor.