

MEMORANDUM

REVISION 61 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: April 13, 2012
SUBJECT: Revision of Career Service Rule 2-12 Meetings

The City's Open Meeting Law (D.R.M.C. §2-31 through 37), section 2-32 (1) gives public bodies (including the Career Service Board) the ability to define by by-law or rule the minimum number of members who must be present at a meeting for business to be transacted legally. Under Career Service Rule 2-12, three Board members constitute a quorum at Board meetings and actions of the Board are not valid unless agreed to by at least three members. If less than three Board members are able to attend a meeting, it must be cancelled. If only three attend, they must vote unanimously for anything to pass. Often the matters brought to a vote before the Board are time sensitive, and cancelling a Board meeting results in serious inconveniences to our agency and the City.

By passing this rule change, the Board has corrected this problem by allowing Board members to attend Board meetings without being physically present so long as they can hear Board proceedings and be heard by those at the Board meeting simultaneously.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	2-2.1	January 22, 2010
Replace:	2-2.1	April 13, 2012

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

E. Appointments:

The Board is responsible for appointing and overseeing the Personnel Director, Hearing Officers, and other appointees as allowed by the City Charter and Denver Revised Municipal Code.

2-12 Meetings

A. Meetings:

1. The Board shall meet on the first and third Thursdays of the month, or as deemed necessary by the Board.
2. In addition, the Personnel Director may call special meetings of the Board when directed to do so by a Co-Chairperson or by two or more members of the Board or when the Personnel Director deems it necessary.
3. All meetings shall be public in accordance with the open meetings requirements of the Denver Revised Municipal Code, unless an executive session or private meeting is otherwise authorized.

B. Quorum

The presence of at least three Board members shall be required at a Board meeting before the Board can transact business legally. No action or order of the Board shall be valid unless concurred in by at least three members of the Board. Board members shall be considered present at a Board meeting if physically present at the meeting, or if participating remotely to the extent that the Board member can hear Board proceedings and be heard by those at the Board meeting simultaneously.

C. Notice:

1. Advance notice of all public meetings of the Board shall be given in accordance with the open meetings requirements of the Denver Revised Municipal Code. Such notice shall be posted at least forty-eight (48) hours in advance of such meetings.
2. Such notice shall be posted in the public area of the CSA and on a bulletin board provided for such notices on the first floor of the City and County Building.