

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the Personnel Director considers that a change in the Rules is necessary or desirable, the procedure shall be as follows: ... 2) The proposed rule change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes shall be posted with the proposed rule change. 4) A public hearing on the proposed rule change shall be held by the Board."

**PLEASE POST ON ALL BULLETIN BOARDS AS SOON
AS POSSIBLE**

Public Hearing Notice - No. 443

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 2-12 Meetings.

The scheduled time for the public hearing is **THURSDAY, APRIL 5, 2012, at 5:00 P.M.**, in the **CSA Board Room, 4.G.2.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to be heard by the Board on this item, please contact Leon Duran at 720-913-5168 no later than 12:00 Noon on **FRIDAY, MARCH 30, 2012**.

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON
FRIDAY, MARCH 30, 2012 TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Denver, Colorado 80202

**BY MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
FRIDAY, MARCH 30, 2012, ADDRESSED TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, Department 412
Denver, Colorado 80202

**BY FAX, TO BE RECEIVED NO LATER THAN 12:00 NOON ON
FRIDAY, MARCH 30, 2012 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
FRIDAY, MARCH 30, 2012 TO: Peter.Garritt@denvergov.org**

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 420B

TO: Appointing Authorities, Managers, and Employees

FROM: Nita Mosby Henry, CSA Director

DATE: March 16, 2012

SUBJECT: Proposed revision of Career Service Rule 2-12 Meetings

THIS PROPOSED REVISION TO THE CAREER SERVICE RULES IS BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

**THURSDAY, APRIL 5, 2012, at 5:00 P.M.
Webb Building Room 4.G.2**

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 A, 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. While the Career Service Board can have as many as 5 members, it currently only has four members and meetings are scheduled to take place twice a month. What this means is that if two Board members are unable 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.

One remedy to this problem is to allow Board members to be considered in attendance at Board meetings even if they are unable to be physically present. According to Robert's Rules of Order:

Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting – that is, . . . a single official gathering in one room or area – of the assembly of its members at which a quorum is present.

. . . A group that holds such alternative meetings [that allow electronic participation rather than physical presence] does not lose its character as a deliberative assembly . . . so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present (Robert's Rules of Order, 11th edition, §9, p. 97).

Currently, our rules do not authorize electronic participation by Board members at meetings. This rule proposal will specifically allow this.

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.

DELETIONS ARE INDICATED BY ~~strike-through~~ AND ADDITIONS ARE INDICATED BY ***bold, italics, and underline.***

2-12 Meetings

~~B~~ ***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.

~~A~~ ***B.*** Quorum

The presence of at least three Board members shall be required at a Board meeting before the Board can transact business legally ~~constitute a quorum at any meeting of the Board, provided, that~~ 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 by telephone or internet to the extent that the Board member can hear Board proceedings and be heard by those at the Board meeting simultaneously.***