

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 4 – Conduct of Board Business

SECTION 401. BUSINESS MEETINGS

The Board shall conduct regular business meetings on the second Wednesday of every month at 1:30 p.m., or at such other dates and times as the Board may designate. The Board shall endeavor to schedule its meetings on an annual basis; to facilitate the notice and agenda provisions and other procedures set forth herein. In the event no business is presented for placement on the agenda, the meeting may be cancelled by the Chair. Business meetings may also be called by the Chair or by a majority of the Board. The purpose of the business meeting is to deliberate on and conduct whatever business that may come before the Board.

SECTION 402. WORKSHOP SESSIONS

The Board may conduct workshop sessions on the second Tuesday of every month at 1:30 p.m., or at such other dates and times as the Board may designate. The purpose of the workshop session is not to conduct business or take official action, but instead to review items on the upcoming agenda, receive staff or other recommendations, and the like. As such, public input or comment shall not be required, but the workshop sessions shall be open to the public consistent with Section 405 of these rules and with the provisions of T.C.A. Section 8-44-101 et seq., as amended or redesignated.

SECTION 403. PUBLIC HEARINGS

At such time as may be necessary to receive public comment on the adoption, amendment, or revocation of rules, or on such other matters as may be required or desired, the Board shall schedule and thereafter hold a public hearing. The purpose of the public hearing is to receive public comment only. No business may be conducted at a public hearing.

SECTION 404. AGENDA

Requests to place a matter on the agenda of a business meeting shall be in writing and shall be delivered to the Executive Secretary/Director, who shall prepare the agenda.

The deadline for placing a matter on the agenda of a regular business meeting shall be noon seven calendar days prior to the day of the regular business meeting, unless a majority of the Board waives such requirement and allows a matter to be placed on the agenda at a later time. The deadline for placing a matter on the agenda of any other business meeting shall be 48 hours prior to the meeting, unless a majority of the Board waives such requirement and allows a matter to be placed on the agenda at a later time.

Once an agenda is established it shall be disseminated to all Board members and to those other persons identified in Section 406, as soon as practicable.

SECTION 405. CONDUCT OF BUSINESS

All Board business meetings, workshop sessions and public hearings shall be open to the public in accordance with T.C.A. Section 8-44-101 et seq., as amended redesignated.

Three members of the Board shall constitute a quorum, and no official action of the Board shall be taken except when the Board is in a business meeting with a quorum present.

CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE

Article 4 – Conduct of Board Business

The Board shall conduct its business in accordance with Robert's Rules of Order, unless otherwise specified or waived by the Board.

The Executive Secretary/Director of the Board shall act as the secretary of the Board at all business meetings and public hearings, and shall be responsible for keeping the minutes, recording all official action, and recording all votes except when action is taken by unanimous consent.

The order of business at business meetings shall be as follows, except where otherwise specified or waived by the Board:

- (1) Roll call, or recognition of quorum.
- (2) Consideration of previous minutes.
- (3) Special orders of business.
- (4) Unfinished business.
- (5) New business.

A concurrence of the majority of members present shall be required for the Board to take action. All members, including the Chair, shall be entitled to vote on all actions. Voting shall be by aye, nay, or abstention, and shall be so recorded for each member present and voting.

SECTION 406. NOTICE

As soon as practicable after the Board establishes a schedule of regular business meetings, the Executive Secretary/Director shall give written notice of same to all Board members, and shall include in said notice the deadline for placing matters on the agenda for each meeting. The Executive Secretary/Director shall also disseminate this same information to the Mayor, all Department Heads, parties requesting notice, and other interested parties, and give public notice in compliance with the Tennessee Open Meetings Act.

Notice of public hearings shall be given to the same persons identified in the foregoing paragraph.

In the case of business meetings other than regular business meetings, the Executive Secretary/Director shall give notice to the Board and to those other persons set forth previously as soon as practicable and in a manner and method as may be practicable under the circumstances.

SECTION 407. ELECTION OF CHAIRMAN

The Board shall elect a chairman from its members in April of each year. The Chairman shall serve for a term of one year or until his/her successor is duly elected and qualified. The Chairman shall preside at all meetings of the Board and act as spokesperson for the Board.

SECTION 408. ELECTION OF VICE-CHAIRMAN

The Board shall also elect a Vice-Chairman from its remaining members in April of each year. The Vice-Chairman shall serve for a term of one year or until his/her successor is duly elected and qualified. The Vice-Chairman shall preside at meetings of the Board in the Chairman's absence.