

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: February 28, 2017 - Consent (First Reading of Ordinances)
March 7, 2017 - Regular (Public Hearing & Second Reading of Ordinances)

CONTACT PERSON NAME AND PHONE NUMBER: Linda Ball Thomas, Director (915) 212-0045

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Strategic Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

AN ORDINANCE AMENDING ORDINANCE 8065 (CIVIL SERVICE RULES AND REGULATIONS), TO AMEND RULE 1, SECTION 2 RELATING TO THE OFFICE OF THE CIVIL SERVICE COMMISSION SECRETARY

BACKGROUND / DISCUSSION:

Upon approval, this amendment to Ordinance 8065 (Civil Service Rules and Regulations) will update Rule 1 (Civil Service Commission), Section 2 (Officers) to mirror the CSC Bylaws that were updated in December 2016. The amendment will require that the Commission Secretary be a Commissioner who is elected annually by the Commission. Currently, the Rule provides that the Secretary need not be a member of the Commission.

PRIOR COUNCIL ACTION:

July 31, 2007 - Last amendment made to Rule 1, Section 2 of Ordinance 8065

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD/COMMISSION ACTION:

February 9, 2017 – Civil Service Commission initiated and recommended approval of the proposed amendment.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:


(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 8065 (CIVIL SERVICE RULES AND REGULATIONS), TO AMEND RULE NUMBER 1, SECTION 2 RELATING TO THE OFFICE OF THE CIVIL SERVICE COMMISSION SECRETARY.

WHEREAS, Rule Number 1 (Civil Service Commission), Section 2 (Officers) of the Civil Service Rules and Regulations currently provides that the Secretary of the Civil Service Commission (the "Commission") need not be a member of the Commission; and

WHEREAS, on or about December 8, 2016, the Civil Service Commission revised its Bylaws to require that the Commission Secretary be a Commissioner who is elected annually by the Commission; and

WHEREAS, on February 9, 2017, the Commission recommended that Rule 1, Section 2 be amended as set forth herein to comport with the revised provisions of the Commission's Bylaws; and

WHEREAS, the Civil Service Commission is given the authority under Section 6.1-6 of the City Charter to make recommendations on amendments to the City's Civil Service Rules; and

WHEREAS, the City Council is the body with the final authority to approve, amend and approved, or deny the Commission's recommended changes to the Civil Service Rules.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

- 1. That Ordinance 8065, Civil Service Rules and Regulations, Rule 1, Section 2, is amended as follows:**

RULE 1
Civil Service Commission

Section 2. Officers.

a. Chair. The Chair shall be elected from the Commission by majority vote. The Chair shall preside over all meetings of the Commission; call the meetings to order at the time they are scheduled to convene; ensure that a quorum is present; put to vote all motions that are in order; initiate general consent when appropriate; recognize Commissioners and others present at the meeting who desire to speak; enforce such statutory provisions and rules affecting the Commission's meetings, including rules of debate; maintain order and decorum; rule on parliamentary inquiries, points of order, and any other motions that require action by the Chair; appoint committees of the Commission as needed, and perform such other duties as naturally inhere in that office. When, in the judgment of the Chair, it is necessary to limit the time that members of the public may address the Commission, he shall impose reasonable time limits to ensure economy of time while allowing those who

wish to address the Commission adequate opportunity to voice their views. (Amended 7/11/06)

b. Vice Chair. The Vice-Chair shall be elected from the Commission by majority vote. The Vice-Chair shall enjoy the same duties as the Chair in the absence of the Chair or upon the inability or refusal of the Chair to exercise its duties, and shall be governed by the same constraints as the Chair.

c. Secretary. The Secretary, who shall be a member of the Commission, shall be elected by the Commission annually during the month of February and shall serve at the pleasure of the Commission. The Secretary, with the assistance of the Commission Recorder, shall prepare all minutes of Commission meetings, which minutes shall record the time and place of each meeting of the Commission, the names of those Commissioners present and absent, summaries of discussion on matters before the Commission and the votes given by the Commission, except when acts are unanimous; and will cause the minutes to be written and presented for approval or amendment. The minutes or a copy certified by the Chairman will be open to public inspection and filed with the Municipal Clerk in accordance with City ordinance. The Secretary shall also prepare the agenda for all meetings of the Commission and receive all requests from members of the public or groups who seek in writing to address the Commission and place those matters on the Commission's agenda as soon as practicable, taking into account the urgency of the request; sign all documents as required by statutory provisions or the Rules of the Commission; prepare reports as required by law, or these Rules and as otherwise directed by the Commission; post meetings of the Commission or its committees as required by law; require the assistance of the Director of Human Resources and Commission Recorder in the discharge of the duties specified in this paragraph; and perform such other duties as naturally inhere in that office.(Amended 7/31/07, _____)

2. **Except as herein provided, Rule No. 1 of Ordinance 8065 shall remain in full force and effect.**

PASSED AND APPROVED this _____ day of _____, 2017.

THE CITY OF EL PASO

Oscar Leaser, Mayor

ATTEST:


Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Linda Ball Thomas, Director
Human Resources Department

Ordinance 8065
Rule 1, Section2
with track changes

Red-Lined Version of Proposed Amendments to Rule 1, Section 2

RULE 1 Civil Service Commission

Section 2. Officers.

a. Chair. The Chair shall be elected from the Commission by majority vote. The Chair shall preside over all meetings of the Commission; call the meetings to order at the time they are scheduled to convene; ensure that a quorum is present; put to vote all motions that are in order; initiate general consent when appropriate; recognize Commissioners and others present at the meeting who desire to speak; enforce such statutory provisions and rules affecting the Commission's meetings, including rules of debate; maintain order and decorum; rule on parliamentary inquiries, points of order, and any other motions that require action by the Chair; appoint committees of the Commission as needed, and perform such other duties as naturally inhere in that office. When, in the judgment of the Chair, it is necessary to limit the time that members of the public may address the Commission, he shall impose reasonable time limits to ensure economy of time while allowing those who wish to address the Commission adequate opportunity to voice their views. (Amended 7/11/06)

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c. Secretary. The Secretary, who ~~need not~~ shall be a member of the Commission, shall be elected by the Commission annually during the month of February and shall serve at the pleasure of the Commission. ~~The Secretary, with the assistance of~~ supervise the Commission ~~Recorder, and shall review and assist the Commission Recorder with the preparation of~~ prepare all minutes of Commission meetings, which minutes shall record the time and place of each meeting of the Commission, the names of those Commissioners present and absent, summaries of discussion on matters before the Commission and the votes given by the Commission, except when acts are unanimous; ~~—The Secretary will~~ and will cause the minutes to be written and presented for approval or amendment. The minutes or a copy certified by the Chairman will be open to public inspection and filed with the Municipal Clerk in accordance with City ordinance. The Secretary shall also prepare the agenda for all meetings of the Commission and receive all requests from members of the public or groups who seek in writing to address the Commission and place those matters on the Commission's agenda as soon as practicable, taking into account the urgency of the request; sign all documents as required by statutory provisions or the Rules of the Commission; prepare reports as required by law, or these Rules and as otherwise directed by the Commission; post meetings of the Commission or its committees as required by law; require the assistance of the Director of Human Resources and Commission Recorder in the discharge of the duties specified in this paragraph; and perform such other duties as naturally inhere in that office. (Amended 7/31/07, _____)

Ordinance 8065
Rule 1, Section2
with accepted changes

Accepted changes of Proposed Amendments to Rule 1, Section 2

**RULE 1
Civil Service Commission**

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