

RULE 3 - MERIT SYSTEM COMMISSION PROCEDURES

3.01 COMMISSION MEETINGS

The Commission shall hold meetings in accordance with the Arizona Open Meeting Act (ARS § 38-431 et seq.) and Section 9D of the Resolution. Meetings shall be held as often as necessary but at least four times a year. The time and place shall be fixed by the Commission.

3.02 AGENDA

All matters to be presented for consideration by the Commission at a meeting shall be placed on the Commission's agenda as soon as possible. The agenda shall be provided to each member of the Commission prior to such meeting.

3.03 NOTICE OF MEETINGS

- A. Public notice of Commission meetings shall be given (as required by ARS § 38-431.02).
- B. Appointing authorities shall be informed of the regular schedule of Commission meetings. When an item of special interest to a department or departments is to be considered by the Commission, the Director shall notify such department(s).

3.04 MINUTES

The Director shall provide for the recording of the official actions of the Commission in its minutes. The time and place of each meeting of the Commission, the Commissioners present, all official acts of the Commission and, when requested, a Commissioner's dissent and reasons shall be recorded in the minutes. The Director shall have the minutes transcribed and presented for approval or amendment at the next Commission meeting. The minutes, or a true copy, shall be open to public inspection, except minutes of the executive session.