

15.1

ORDINANCE NO. 018640

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, 3/7/17)

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

PASSED AND APPROVED this 7th day of March, 2017.

THE CITY OF EL PASO



Oscar Leeser, Mayor




ATTEST:



Richarda Duffy Momsen
City Clerk

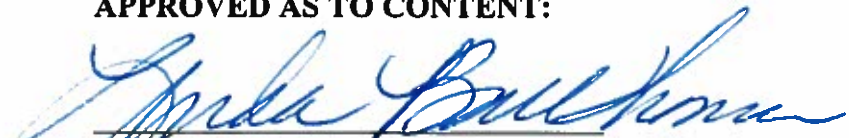
CITY CLERK DEPT.
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APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Linda Ball Thomas, Director
Human Resources Department