

# BYLAWS

## OF

### WASHINGTON COUNTY CIVIL SERVICE COMMISSION

#### ARTICLE I – THE COMMISSION

Section 1. Name of Commission. The name of the Commission shall be the “Washington County Civil Service Commission”.

Section 2. Office of Commission. The offices of the Commission shall be at the Washington County Department of Human Resources offices or such other place in Washington County, State of Oregon, as the Commission from time to time may designate.

Section 3. Commissioners. Members of the Washington County Civil Service Commission (“Commission”) shall be referred to as “Commissioners.”

#### ARTICLE II – OFFICERS

Section 1. Officers. The Officers of the Commission shall be a Chair, a Vice-Chair, a Chief Examiner, and a Clerk of the Commission. The Chair and Vice Chair shall be elected each year at the Commission’s regular meeting in June and shall serve until an election is held in June of the following year. The Chief Examiner and Clerk of the Commission shall be appointed as set forth below. In the event of an unexpected vacancy in the offices of Chair or Vice Chair, the acting Chair may immediately appoint a replacement officer from the current membership of the Commission who shall serve until the next scheduled meeting of the Commission. At the next scheduled meeting of the Commission following a vacancy, the Commission shall elect a qualified replacement.

Section 2. Chair. The Chair shall preside over all meetings of the Commission. Except as otherwise authorized by order of the Commission, the Chair or Vice Chair shall sign all orders, resolutions, and other documents made by the Commission. At each meeting, the Chair shall be the Presiding Officer and shall submit such recommendations and information, as he or she may consider proper, concerning the business, affairs and policies of the Commission. The Chair shall also have the following duties and responsibilities:

- a. In the absence of both the Chair and the Vice Chair, the Chair shall appoint a Chair *pro tem* who shall have, at such time, the authority of the Chair, including the authority to sign appropriate documents.
- b. The Chair shall conduct a vote on each matter before the Commission. The Chair may second motions but shall not make motions unless he or she first relinquishes the position of Presiding Officer for the purpose of making such motion.
- c. All decisions of the Presiding Officer shall be subject to review by a majority of Commission members present upon motion duly made and seconded, which shall be a privileged motion.

- d. When a matter is called for a vote, the Presiding Officer shall, before a vote is taken, state the question before the Commission in general terms and shall announce the decision of the Commission after such vote.
- e. The Chair, Vice Chair or Chair pro tem shall sign all documents memorializing Commission action within ten (10) days after approval by the Commission.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform duties as are imposed on the Chair until such time as the Commission shall elect a new Chair.

Section 4. Chief Examiner. The Chief Examiner shall be the Chief Human Resource Officer (CHRO) of the Washington County Human Resources Department and, as such, shall have general supervision over the administration of the Commission's business and affairs, subject to the direction of the Commission. The CHRO may delegate the Chief Examiner role to the Deputy Chief Human Resource Officer (DCHRO) by making a verbal report of such delegation to the Commission. The Chief Examiner may act as the Commission's secretary and shall be charged with keeping records of the Commission's proceedings, preserving all reports made to the Commission, keeping a record of all examinations and investigations held or made under the direction of the Commission, and performing such other duties as the Commission may prescribe.

Section 5. Clerk of the Commission. The Clerk of the Commission shall be a member of the Human Resources Department staff and be appointed by the Chief Examiner. The Clerk of the Commission shall maintain the records of the Commission, shall ensure that all meetings of the Commission are properly noticed, shall act as secretary for the meetings of the Commission, shall record all votes, shall create and maintain a written or recorded record of all proceedings of the Commission, and shall perform all duties incident to this office.

Section 6. Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission.

### ARTICLE III – MEETINGS

Section 1. Regular Meeting. In order to transact Commission business and fulfill its obligations to Washington County employees and the public, regular meetings of the Commission shall be held as follows:

- a. On the third Wednesday in March, June, September, and December of each year at 3:00 p.m.
- b. On each day of the working week, at 3:00 p.m., if necessary.
- c. If the date of a regular meeting is a legal holiday under the laws of the State of Oregon, such meeting shall be canceled unless specifically rescheduled by the Commission pursuant to this section.
- d. Changes in the schedule of regular meetings shall be made at least twenty (20) days before the date of such rescheduled meeting.
- e. All official Commission meetings shall be open to the public.
- f. Actions of the Commission at regular meetings are not limited to the posted agenda.

Section 3. Special Meetings. The Chair of the Commission may, when it is deemed expedient or upon the written request of three Commissioners, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each Commissioner, or shall be e-mailed or mailed to the business or home address of each Commissioner at least two (2) days prior to the date of such special meeting. At any special meeting so called, no business shall be considered other than as designated in the call. Special meetings require at least twenty-four (24) hours advance written notice stating the time and place of the meeting and containing an agenda that is posted in a conspicuous place in the County Public Services Building.

Section 4. Emergency Meetings. In the event of an actual emergency, a meeting may be held upon such notice as is appropriate; provided, however, that the minutes for such a meeting shall describe the emergency justifying deviation from the regular notice procedures.

Section 5. Quorum. The powers of the Commission shall be vested in the Commissioners thereof in office from time to time. Three (3) Commissioners shall constitute a quorum for the purpose of conducting the Commission's business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained.

Section 6. Order of Business. At regular meetings of the Commission, the following shall be the order of business:

- a. Call to Order
- b. Roll call.
- c. Reading and approval of the minutes of the previous meeting.
- d. Public communications.
- e. Report of the Chief Examiner.
- f. Old business.
- g. New business.
- h. Adjournment.

Section 7. Voting. The voting on all questions coming before the Commission shall be by voice vote unless otherwise called for in the motion. A majority of the votes of a quorum of the Commission present at a meeting shall be sufficient to approve any matter before the Commission.

Section 8. Notice and Agenda. Notice stating the time and place of all meetings and containing an agenda of all scheduled actions to be considered shall be posted at least seventy-two (72) hours prior to the hour of the meeting in a conspicuous place in the County Public Services Building, and in the County courthouse with copies available to interested persons.

- a. The order of business at all meetings shall be determined by the agenda.
- b. Any member of the Commission shall have the right to have an item placed on the agenda at any meeting by written request to the Chair.
- c. Any item may be taken out of order by majority vote of Commission members present.

## Section 9. Motions, Orders and Resolutions

- a. All resolutions and orders shall be in writing and shall be maintained in the record of the proceedings of the Commission.
- b. If a tie vote results from a Commissioner's absence or abstention, that item shall be continued to the next regular meeting of the Commission or special meeting to which notice of such items has been duly given.
- c. Items may be continued to any subsequent meeting upon majority vote. A motion to continue an item shall specify the date or event upon which continuation is to be based. A list of continued items, showing the date at which an item was continued, the date to which an item is continued, or the event upon which continuance is based, shall be recorded and kept by the Clerk of the Commission and made available to the public.
- d. A motion to reconsider an item may be made by any member of the Commission regardless of his or her vote on that item. Such motion shall be made not later than the next regular meeting following the original action of the Commission. All persons of record appearing before the Commission upon such item shall be notified of the date and time of the meeting at which the item to be reconsidered shall be acted upon again.
- e. Resolutions and Orders shall become effective upon being signed or ten (10) days following Commission action, whichever occurs first. In the event the Commission adopts a motion to reconsider an item pursuant to this Section, and if said item is a Resolution and Order adopted pursuant to this section, the effective date of that Resolution and Order shall be suspended pending final disposition of that item. Final disposition of that item by the Commission shall become effective in a manner consistent with these Bylaws.

## Section 10. Communications From the Public.

- a. The Commission may provide for a system by which written communications from the public shall be made part of the Commission's agenda.
- b. The Commission may provide a system for oral communications from the public, provided, however:
  - i. Persons addressing the Commission shall do so only upon first gaining recognition of the Chair and after stating his or her name and address for the record.
  - ii. The Chair may limit the time and number of appearances concerning an item under consideration in the interest of facilitating the orderly business of the Chair.
- c. Commission announcements shall be restricted to Commission members exclusively.

Section 11. Public Meeting Law. Notwithstanding anything in the foregoing to the contrary, the Authority shall comply in all respects with ORS Chapter 192.610 through 192.990 as the same may, from time to time, be amended.

## ARTICLE V. PUBLICATION OF RULES

Section 1. Availability. These Bylaws shall be filed and maintained with the Washington County Human Resources Department and shall be available to the public for a reasonable fee.

Section 2. Copies. A copy of these Bylaws shall be provided to each Commissioner and shall be available at all regular and special meetings of the Commission.

## ARTICLE VI. AMENDMENTS

Section 1. Amendments to By-Laws. These Bylaws shall be amended only with the approval of at least four (4) of the Commissioners at a regular or a special meeting of the Commission.