

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4423 Meetings

**4423.1 Regular Meetings**

- A. Whenever feasible, regular meetings shall be scheduled within the territorial boundaries of the Office on the fourth Thursday of each month. The Commission shall establish a schedule of regular meetings annually.
- B. Subject to cancellation or proper change, the Commission shall meet once a month. At least 72 hours before a regular meeting, the agenda shall be posted at all meeting locations and on the Office's website and shall include a brief general description of each item of business to be discussed, including those in closed session.
- C. In case of emergency, the Commission may meet at some other time and/or place, provided that at least 24 hours notice is given to all Commissioners, employees, and exclusive bargaining unit representatives. Notice of such meetings will be posted at the regular meeting location(s).

Reference:

Government Code Sections 54954, 54954.2, 54954.3, and 54955

Approved: September 15, 1975  
Revised: April 29, 1982  
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