

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4423 Meetings

**4423.3 Special Meetings**

- A. Special meetings may be called at any time by the Chair or by a majority of the members of the Commission.
- B. Written notice shall be delivered personally or by mail to each member of the Commission. Notice must also be given to each of the following that have filed written requests for such notice: each local newspaper of general circulation, radio or television station, and recognized employee organization. Such notice must be delivered personally or by mail and shall be received at least 24 hours before the time of such meetings as specified in the notice. Notice shall also be posted at all meeting location(s) and on the Office's website. The order shall specify the time and place of the special meeting and the business to be transacted. The Commission shall consider no unspecified business at such meeting.

Reference:

Government Code Sections 54956

Approved:  
Revised:

September 15, 1975  
April 29, 1982  
June 25, 1992  
May 22, 2014