

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4423 Meetings

4423.7 Minutes

- A. The Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission and the votes and/or abstentions of the Commissioners. When requested by a commissioner, his/her abstention, dissent, or approval and his/her reasons shall be recorded.
- B. The minutes shall be written and presented for correction and approval at the next regular meeting. Minutes are subject to correction at later meetings by action of the Commission. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be distributed to recognized employee organization representatives who have requested them.

Approved: April 29, 1982
Revised: June 25, 1992
May 22, 2014