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**BYLAWS OF THE
Municipal Civil Service Commission**

ARTICLE 1. NAME.

The name of the commission is the Municipal Civil Service Commission.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the commission is to:

- (1) hear appeals and make final, binding decisions in the case of municipal civil service employees covered under Article IX of the City Charter who have been discharged, suspended, demoted, denied a promotion, or put on disciplinary probation;
- (2) recommend the adoption of civil service rules after receipt of proposed rules by the Human Resources Director and perform services under the civil service rules as provided in Article IX, Section 2 of the City Charter;
- (3) perform other duties regarding the municipal civil service, not inconsistent with Article IX of the City Charter, that the City Council may require;
- (4) issue subpoenas and subpoenas duces tecum to witnesses, whether at the request of interested parties or on its own motion, when reasonably necessary to obtain pertinent evidence at a hearing or investigation;
- (5) administer oaths to witnesses appearing at a hearing or investigation; and
- (6) conduct any investigations it may consider desirable or which it may be required to make by the City Council or the City Manager concerning the administration of municipal civil service, and report its findings and recommendations to the City Council;

ARTICLE 3. MEMBERSHIP.

- (A) The commission is composed of five members appointed by the city council, each a qualified voter of the City.
- (B) A commissioner may be removed before the end of the commissioner's term only for cause, and after receiving a written statement of the reasons for removal and a public hearing before the City Council, if the commissioner requests a hearing.
- (C) Commission members shall be appointed for a term of three years, except that the initial members shall serve for a term of one, two or three years as designated in Resolution No. 20130509-036. The term expires on May 9th of the first, second or third anniversary.
- (D) An individual commission member may not act in an official capacity except through the action of the commission.
- (E) At each meeting, each commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

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2 (F) A member who seeks to resign from the commission shall submit a written resignation to the chair
3 of the commission, the staff liaison, or the City Clerk's office. If possible, the resignation should
4 allow for a thirty day notice so the City Council can appoint a replacement.
5

6 **ARTICLE 4. OFFICERS.**
7

- 8 (A) The officers of the commission shall consist of a chair and a vice-chair.
9
10 (B) The council shall designate the commission chair annually at the time new commissioners are
11 appointed. A vice chair may be elected annually by a majority vote of the commission.
12
13 (C) The term as an officer shall be one year. An officer may continue to serve until a successor is
14 designated or elected.
15
16 (D) A member may not hold more than one office at a time.
17

18 **ARTICLE 5. DUTIES OF OFFICERS.**
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- 20 (A) The chair shall preside at commission meetings, appoint all committees, represent the commission
21 at ceremonial functions and approve each final meeting agenda.
22
23 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
24

25 **ARTICLE 6. AGENDAS.**
26

- 27 (A) Two or more commission members may place an item on the agenda by oral or written request to
28 the staff liaison at least five days before the meeting. After first consulting with and receiving input
29 from the staff liaison, the chair shall approve each final meeting agenda.
30
31 (B) The liaison shall submit the meeting agenda through the online agenda posting system for each
32 meeting not less than 72 hours before the meeting.
33
34 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
35 Meetings Act).
36

37 **ARTICLE 7. MEETINGS.**
38

- 39 (A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open
40 Meetings Act).
41
42 (B) Commission meetings shall be governed by Robert's Rules of Order.
43
44 (C) The commission may not conduct a closed meeting without the approval of the city attorney.
45
46 (D) The commission may meet as necessary to carry out its duties under City Charter Article IX.
47

- 1 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
2 or more members. The call shall state the purpose of the meeting.
3
4 (F) Three members constitute a quorum.
5
6 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
7 then the meeting may not be held.
8
9 (H) To be effective, a commission action must be adopted by an affirmative vote of the number of
10 members necessary to provide a quorum.
11
12 (I) The chair has the same voting privilege as any other member.
13
14 (J) The commission shall allow members of the public to address the commission on agenda items and
15 during a period of time set aside for public communications. The chair may limit a speaker to three
16 minutes and may limit the number of speakers. The commission shall not permit public
17 communication concerning a specific appeal prior to the commission's ruling.
18
19 (K) The staff liaison shall prepare the commission minutes. The minutes of each commission meeting
20 must include the vote of each member on each item before the commission and indicate whether a
21 member is absent or failed to vote on an item.
22
23 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
24 Commission shall retain all other commission documents. These documents may be subject to
25 disclosure to the public under the Texas Government Code Chapter 552 (Texas Public Information
26 Act), unless otherwise excepted or prohibited from disclosure by law.
27
28 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the commission votes to continue
29 the meeting.
30
31 (N) Each person and commission member attending a commission meeting should observe decorum
32 pursuant to Section 2-1-48 of the City Code.
33

34 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

35 **COMMITTEES**

- 36
37
38 (A) The Municipal Civil Service Commission may have committees that make recommendations to the
39 commission to fulfill the purposes of the commission as set forth in Article IX of the City Charter.
40
41 (B) Each committee must be established by an affirmative vote of the commission. A committee cannot
42 meet until its creation is approved by the Council Audit and Finance Committee. Each committee
43 shall consist of at least three commission members appointed by the chair. A staff member shall be
44 assigned to each committee by the director of the Human Resources Department.
45
46 (C) The board chair shall appoint a commission member as the committee chair, with the member's
47 consent.
48

- 1 (D) A majority of the total number of appointed committee members constitutes a quorum.
2
3 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
4
5 (F) Each committee shall make an annual report to the commission at the January meeting.
6
7 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
8 (Texas Open Meetings Act).
9
10 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall
11 indicate that the member has no conflict of interest with any item on the committee meeting agenda,
12 or identify each agenda item on which the member has a conflict of interest.
13

14 WORKING GROUPS

- 15
16 (A) The commission can determine the size of a working group, but the number of commission
17 members serving on the working group must be less than a quorum of the commission.
18
19 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
20
21 (C) Quorum requirements do not apply to working groups.
22
23 (D) Staff support will not be provided for working groups.
24
25 (E) Working groups are not required to post their meetings in accordance with the Texas Government
26 Code Chapter 551 (Texas Open Meetings Act).
27

28 ARTICLE 9. PARLIAMENTARY AUTHORITY.

29
30 The rules contained in the current edition of Robert's Rules of Order shall govern the commission
31 in all cases to which they are applicable, except when inconsistent with these bylaws or with special
32 rules of procedure which the commission or city council may adopt.
33

34 ARTICLE 10. AMENDMENT OF BYLAWS.

35
36 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.
37

38 The bylaws were approved by the Municipal Civil Service Commission at their meeting held on
39 October 12, 2015.
40

41 The bylaws were revised in accordance with Resolution 20220217-033 on March 9, 2022.
42

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45 _____
46 Signature of Executive or Staff Liaison

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44 
45 _____
46 Executive or Staff Liaison