

### **RULE 3 - Pinal County Employees Merit System Commission**

- 3.1 Merit System Commission Meetings.** The Commission shall hold meetings in accordance with the Arizona Open Meeting Statutes A.R.S. ' 38-431, *et seq.*
- A. The Commission shall hold at least one meeting each calendar year and will hold its meetings in Florence unless a majority of the Commission votes otherwise.
  - B. Three members shall constitute a quorum for the transaction of business.
  - C. Special meetings may be held as often as the Commission deems necessary, provided such meetings are held in accordance with A.R.S. ' 38-431, *et seq.*
- 3.2 Agenda.** All matters to be presented for consideration by the Commission at a regular or special meeting shall be placed on the Commission's agenda. The agenda shall be mailed to each member of the Commission and a copy provided to each Department for availability to its employees prior to such meeting.
- 3.3 Notice of Meetings.** Public notice of Commission meetings shall be given in the manner provided by law for meetings for public bodies.
- 3.4 Minutes.** The Director shall provide for the recording of the official actions of the Commission in its minutes. The time and place of each meeting of the Commission, the commissioners present, all official acts of the Commission, and when requested, a commissioner's dissent and their reasons shall be recorded in the minutes. The minutes shall be presented for approval or amendment at the next meeting. The minutes or a true copy thereof shall be open to public inspection.