

Rule III: Organization and Administration**RULE III****Organization and Administration**

Section A. General Provisions

The St. Louis County merit system is under the policy direction of the Civil Service Commission and administrative direction of the Personnel Director. The Personnel Director shall be in the Department of Administration unless otherwise authorized by ordinance.

1 The Civil Service Commission

The Civil Service Commission is the rule making and policy determining body of the merit system and is composed of three residents of St. Louis County who are known to be in sympathy with the merit system of public employment. They shall be appointed by the County Executive, subject to confirmation by the County Council, and shall hold no other public office. Each member of the Commission shall be appointed for a four-year term beginning with the date of expiration of the term for which his/her predecessor was appointed, except that a person appointed to fill a vacancy occurring prior to the expiration of such term shall be appointed for the remainder of the term. No member shall be appointed for more than two consecutive full terms. Each member of the Commission shall hold office until a successor is appointed and qualified. The Commission shall annually elect one of its members to serve as Chairman and one as Vice-Chairman, each for a term of one year or until a successor is duly elected. The Vice-Chairman shall serve in the absence of the Chairman. The Personnel Director shall act as Secretary for the Commission.

2 Personnel Director

The position of Personnel Director is in the merit system. The Personnel Director is appointed by the County Executive and functions as chief administrative officer of the merit system. The Personnel Director shall direct and supervise all administrative and technical activities of the merit system and shall perform those duties specifically designated in the Charter, Ordinance, these rules, and any other lawful acts which are necessary or desirable to carry out the purposes and provisions of these rules. The Personnel Director shall appoint such other assistants and employees as are necessary to carry out these duties and functions and any others which may be authorized by ordinance. Except in the case of disability or other necessary absence, the Personnel Director shall attend meetings of the Commission and shall present such matters as require action by the Commission. The Personnel Director shall have the right to participate in the discussions but shall have no vote. Any act of the Personnel Director or of a member of the Division of Personnel staff which is inconsistent with the proper administration of the Charter, Ordinance, or these rules shall be subject to abrogation, reversal or modification by the Commission.

Section B. Organization and procedure of the commission**1 Meetings**

The Commission shall meet at least monthly at such times and places as shall be specified by call of the Chairman or the Personnel Director. Meetings may be open or closed, as designated by the Commission but shall be held consistent with Chapter 610 Revised Statutes of Missouri.

2 Quorum

Two members of the Commission shall constitute a quorum for the transaction of business.

3 Rules of order

Rule III: Organization and Administration

43 The Commission shall not be bound by any rules of order, nor shall technical rules of evidence apply in
44 its meetings, hearings, or investigations consistent with the provisions of the Administrative Procedure
45 and Review Act, Missouri Revised Statutes.

46 4 Power to take action

47 Neither the Commission nor any member shall have power to take action except by majority vote,
48 except that a tie vote on an employee appeal shall constitute an affirmance of the action of the
49 Appointing Authority.

50 5 Minutes

51 The minutes of the proceedings of the Commission shall be prepared and maintained by the Personnel
52 Director on behalf of and subject to the approval of the Commission. The time and place of each
53 meeting of the Commission, names of Commissioners present, all official acts of the Commission, the
54 votes of each Commissioner except when the acts are unanimous and, when requested, a
55 Commissioner's dissent or approval with reasons shall be recorded in the minutes. The official copy of
56 the minutes signed by the Chairman of the Commission shall be kept at the office of the Personnel
57 Director and shall, subject to reasonable regulations, be open to public inspection.

58 Section C. Official bulletin board

59 The Personnel Director shall maintain an official bulletin board in a place accessible to the public during
60 business hours upon which shall be posted such notices as the Commission or the Personnel Director
61 may deem of interest to others. The posting of any required notice upon this official bulletin board
62 shall be deemed requisite public notice unless some other form of notice is required in a particular
63 instance by law or by these rules.