

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Regular and Special Meetings - Personnel Commission

Regular Meetings

The Commission shall hold a regular meeting on the second Tuesday of each month at 4:45 p.m. Should at any time, the Personnel Commissioners and the Personnel Director have no agenda items to be placed on a regular meeting agenda, the President of the Personnel Commission may cancel the regular meeting for that month and provide appropriate notification of the cancellation. Regular meetings shall be held in the administrative headquarters of the District.

Special Meetings

The Secretary of the Commission may call a special meeting of the Commission whenever it is considered necessary. A special meeting shall be called if requested by a member of the Commission.

The members of the Commission shall be notified of each special meeting by written notice delivered to them personally, or by mail, at least 24 hours in advance of the meeting. The time and place of the meeting shall be specified in the call. Only those items of business listed in the call will be considered at the meeting.

Newspapers, radio stations and other such agencies listed in Government Code Section 54956 shall be notified 24 hours in advance of a special meeting if they have requested such notification in writing prior to the meeting.

(Government Code Sections 54950-54956)

Personnel Commission Bylaw

Adopted 6/24/67

Revised: 1/14/97