

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Parliamentary Procedure - Personnel Commission

Rules of Order

The Commission shall be governed by the parliamentary rules of order as set forth in Robert's Rules of Order unless specific exceptions are made by Commission action.

Suspension of the Rules

Any rule or regulation may be suspended at any regular Commission meeting by unanimous action of the members present if the suspension was described in writing in the agenda or upon a unanimous vote of all members of the Commission when no such written notice has been given.

Items to be considered by the Commission

The Commission shall consider only those items that are listed in the agenda.

Order of Business

The order of business at each meeting of the Commission shall be established when the agenda is adopted.

Items from the Floor

Any person appearing before the Commission may request that the Commission consider an item. The Commission will allow the individual five minutes to make a presentation. Action on the item cannot be taken until the next regular meeting of the Commission.

Public Testimony

Any individual wishing to present testimony to the Commission concerning an item on the agenda under consideration by the Commission shall be recognized by the presiding officer at an appropriate time and granted five minutes to present testimony.

Recording of Motions

Motions or resolutions shall be recorded as having carried or failed. Individual votes shall be recorded unless the action is unanimous.

Quorum

Two members of the Commission shall constitute a quorum and may transact business .

Personnel Commission Bylaw

Adopted 6/24/67

Revised: 6/21/77