

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Agenda and Minutes - Personnel Commission

Agenda

The Personnel Director shall prepare an agenda for each regular meeting of the Commission. The agenda shall be delivered to each Commission member at least 24 hours prior to said meeting.

The Personnel Director shall prepare an agenda for all special meetings of the Commission.

The agenda for each regular meeting shall be posted in the lobby of the District administration unit 48 hours prior to each regular meeting and at least 24 hours prior to any special meeting.

Addenda to Agenda

The Personnel Director may submit addenda to the agenda in writing prior to a regular meeting. The Commission may act upon the addenda.

Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When so requested, a Commissioner's dissent or approval and the reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be distributed to recognized employee organization representatives who have filed a written request for them.

Personnel Commission Bylaw

Adopted 6/24/67

Revised: 6/21/77