

## **PERSONNEL BOARD**

**Composition:** 5 Members

**Term:** Two Years

**Membership Requirements:** Residents of Concord who hold no other municipal office in the City of Concord.

**Example of Duties:** The Personnel Board consists of five members who act in an advisory capacity to the City Council on personnel matters. The Board receives and hears appeals and grievances, and as directed by Council, conducts hearings on personnel matters, gathers information and data, and provides written reports of findings.

**Meeting Times and Places:** Meets on an as needed basis.

### **CONCORD MUNICIPAL CODE, ARTICLE II, CHAPTER 4 (Pertaining to Personnel Board) City Boards, Commissions and Committees**

#### **Sec. 2-441. Established.**

The Personnel Board of the city, created by Ordinance No. 542, is hereby continued in existence.

(Code 1965, § 2412; Ord. No. 763; Ord. No. 1006)

#### **Sec. 2-442. Membership; vacancies; absence from meetings.**

(a) A Personnel Board consisting of five members shall be appointed by the City Council to serve at the pleasure of the Council for terms of two years, provided, however, that for the purpose of maintaining staggered terms, the first three appointments following the effective date of this amendment shall be for an initial term of one year. In making appointments to the Personnel Board, the City Council will endeavor to appoint members so that the Personnel Board will generally reflect the diversity of the community.

(Code 1965, § 2413; Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1)

(b) Vacancies on the Personnel Board, from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Personnel Board shall serve until a successor is appointed.

(Code 1965, § 2413; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(c) Any member who is absent from three consecutive meetings of the Personnel Board without being excused will be deemed to have resigned the office, and the City Council may appoint a new member to serve in the place of such absent member.

(Code 1965, § 2413; Ord. No. 763; Ord. No. 1006; Ord. No. 91-2; Ord. No. 99-1)

#### **Sec. 2-443. Qualifications of members; compensation of members.**

(a) The members of the Personnel Board shall be residents of the city who hold no other municipal office in the city and shall serve without compensation.

(Code 1965, § 2414; Ord. No. 763; Ord. No. 1006; Ord. No. 1108)

(b) No person shall be appointed to the Personnel Board who holds an appointive or elective public office with the city.

(Code 1965, § 2414; Ord. No. 763; Ord. No. 1006)

(c) Excluding an elective office, a member of the Personnel Board shall not be eligible to hold a compensation position with the city within a period of one year after ceasing to be a member of said Personnel Board.

(Code 1965, § 2414; Ord. No. 763; Ord. No. 1006)

(d) No person shall serve as a member of the Personnel Board who is not in accord with City Council policy as it applies to equal employment opportunity and a merit system of personnel administration as set forth in chapter 50, article III, of this Code. All Personnel Board members shall endeavor to keep informed of current personnel administration principles and practices by periodic review of literature of the field and by other appropriate means.

(Code 1965, § 2414; Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1)

#### **Sec. 2-444. Duties and powers.**

The functions of the Personnel Board shall be:

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(1) At its first regular meeting of the calendar year, the Personnel Board shall select one of its members as chairman and one of its members as vice-chairman;

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(2) To determine the order of business for the conduct of its meetings and to hold such meetings as are necessary, when called by the chairman or a majority of members of the Personnel Board. A majority of the members of the Personnel Board shall constitute a quorum for the transaction of business;

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(3) To receive and/or hear appeals and grievances as provided by chapter 50, article III, division 3, of this Code and by the personnel rules;

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(4) To act in an advisory capacity to the Council on personnel matters as directed by the Council, to conduct hearings on personnel matters, gather information and data, and provide a written report of its findings;

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(5) In an investigation or hearing conducted by the Board, it shall have the power to examine witnesses under oath and review evidence before it and to issue subpoenas as provided by law. Each member of the Personnel Board shall have the power to administer oaths to witnesses;

(Code 1965, § 2415; Ord. No. 763; Ord. No. 1006; Ord. No. 99-1)

(6) The Council and each of its members are prohibited from interfering or attempting to interfere, directly or indirectly, with the performance of the Personnel Board's duties and from obtaining or attempting to obtain, directly or indirectly, from any person any agreement as to how that individual will perform any of the duties of a Personnel Board member.

(Code 1965, § 2415; Ord. No. 763; Ord. No. 898; Ord. No. 1006; Ord. No. 99-1)