

32 meetings of the Commission and shall present such matters as require action by the
33 Commission. The Personnel Director shall have the right to participate in the
34 discussions but shall have no vote. Any act of the Personnel Director or of a
35 member of the Division of Personnel staff which is inconsistent with the proper
36 administration of the Charter, Ordinance, or these rules shall be subject to
37 abrogation, reversal or modification by the Commission.

38 **SECTION B. ORGANIZATION AND PROCEDURE OF THE COMMISSION**

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

43 2. **QUORUM** – Two members of the Commission shall constitute a quorum for the
44 transaction of business.

45 3. **RULES OF ORDER** – The Commission shall not be bound by any rules of order, nor
46 shall technical rules of evidence apply in its meetings, hearings, or investigations
47 consistent with the provisions of the Administrative Procedure and Review Act,
48 Missouri Revised Statutes.

49 4. **POWER TO TAKE ACTION** – Neither the Commission nor any member shall have
50 power to take action except by majority vote, except that a tie vote on an employee
51 appeal shall constitute an affirmance of the action of the Appointing Authority.

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

61 **SECTION C. OFFICIAL BULLETIN BOARD** – The Personnel Director shall maintain an
62 official bulletin board in a place accessible to the public during business hours upon

63 which shall be posted such notices as the Commission or the Personnel Director may
64 deem of interest to others. The posting of any required notice upon this official bulletin
65 board shall be deemed requisite public notice unless some other form of notice is
66 required in a particular instance by law or by these rules.