

**RULES AND BY-LAWS
OF THE
HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
EMPLOYEE ADVISORY COMMITTEE**

October 2012

ARTICLE I - NAME, AUTHORITY AND PURPOSE

Section 1 – Name: The name of this body shall be the Employee Advisory Committee (herein referred to as “the Committee”).

Section 2 – Authority: The duties, responsibilities and authority of this Committee are those established, granted, or delegated by the Florida Legislature as follows: Section 20, Chapter 2000-445, Laws of Florida, Civil Service Act (herein referred to as “the Act”). An employee advisory committee shall be elected from among the employees of the agencies or authorities named in Section 4 of the Act in a manner and for terms prescribed by the Civil Service Board (herein referred to as “the Board”). The Board shall also prescribe the manner by which any unexpired term shall be filled.

Section 3 – Purpose: The Employee Advisory Committee will serve as the medium to provide a continuous and meaningful exchange of ideas and practical solutions on personnel matters between the Board and employees.

Section 4 – Open Meetings: All Committee meetings shall be open to the public and conducted in accordance with Chapter 286 Florida Statutes.

ARTICLE II - MEMBERSHIP

Section 1 – Duties of Members: All members and Officers shall have the following duties:

- (1) Conduct all business in a decorous manner.
- (2) When representing the Committee in another body, express the position of the Committee when a position has been established.
- (3) Where such assistance would not interfere or interrupt general procedures, assist in resolving problems between employees and management by facilitating communication between the parties involved.
- (4) Develop and recommend ideas related to working conditions, morale, public image, efficiency, employee safety, affirmative action, employee insurance programs and other employee related benefits.
- (5) And shall not use membership as a means for personal or political gain.

Section 2 - Composition: The membership of the Committee shall consist of a number of members to be determined by the Board in consultation with the Committee from time to time, but no less often than every five years. Members shall be elected from the

Appointing Authorities of Hillsborough County as included in the Act. These Appointing Authorities shall include the County Commission, County Administrator, Clerk of The Circuit Court, Supervisor of Elections, Property Appraiser, Tax Collector, Sheriff, Environmental Protection Commission, Aviation Authority, Tampa Port Authority, Planning Commission, Public Transportation Commission, Expressway Authority, Law Library, Soil And Water Conservation District, Civil Service Board, Tampa Sports Authority, Children's Board, County Attorney, Arts Council, Victim's Assistance, and any other Appointing Authorities that are or become within the Civil Service System and desire representation. Members shall be elected from groups composed of a single Appointing Authority, a division of an Appointing Authority, or multiple Appointing Authorities. The number of members elected from each group shall be roughly proportional to the number of classified employees employed by the Appointing Authority(ies) within the group as compared to the Classified Service.

Section 3 - Qualification: Each member shall be employed in the classified service of the Hillsborough County Civil Service system and shall have successfully completed the initial probationary period prescribed by their agency.

Section 4 - Election: Election of members will be carried out under the procedural rules of the Civil Service Board. After the Civil Service Board has certified the election results, the Secretary of the Committee or designee will send newly elected members information serving as an orientation to the Committee.

Section 5 - Term: Each member shall be elected in an election called for by the Civil Service Board for a term of four (4) years. A member who desires to remain on the Committee can succeed himself or herself if reelected.

Section 6 - Vacancies:

- (1) A vacancy shall exist when any of the following occurs:
 - a. A member changes jobs and/or employers and is no longer a member of the same Committee group.
 - b. A member's term expires.
 - c. A member voluntarily resigns prior to term expiration.
 - d. A member involuntary resigns because of significant absences.
- (2) Filling vacancies:
 - a. Resignation or Significant Job Change as described in Section 6.1.a:
 - i. The candidate with the next highest number of votes from the latest election list for the same employee group shall be appointed to fill the remainder of the unexpired term.
 - ii. If there is not a list, an election shall be held.
 - iii. If action is taken by the Committee to void the remainder of the existing list, and election shall be held.
 - b. Expired Term: When a member's term expires, whether or not reappointment is being sought, an election shall be held.

Section 7 - Absenteeism: It shall be the responsibility of each member to cooperate with his or her Department or Agency Head and immediate supervisor in matters dealing with attendance.

- (1) A Committee member who is absent from either six (6) of the scheduled meetings during any calendar year or three (3) consecutive scheduled meetings during any calendar year shall be removed from the membership of the Committee.
- (2) Immediately following, the Committee will send a notice to the member informing them of his or her removal. The member may appeal to the Committee by providing an explanation for his or her absences. This explanation may be delivered in person or in writing and is due by the next regularly scheduled Committee meeting after delivery of the notice of removal.
- (3) During the meeting that the appeal is due, the Committee will evaluate any appeal provided for consideration and vote by show of hand to accept the appeal or confirm the removal.

Section 8 - Alternates: A member may, with notice to an Officer of the Committee, send an alternate to any meeting which the member cannot attend. The alternate shall be a classified employee from the same EAC group the Committee member represents. The alternate shall have full voting rights for the member, and the member shall be considered to have attended the meeting. The alternate can only represent one member at the meeting, but can represent another member at another meeting.

ARTICLE III - OFFICERS

Section 1 – Composition: The officers of the Committee shall consist of a Chair, a Vice-Chair and a Secretary.

Section 2 – Election: Officers shall be nominated at a meeting of the Committee held in November of each year. The Officers shall be elected by a ballot vote of the Committee members at a meeting of the Committee in December of each year.

Section 3 – Term: Officers elected shall commence their terms effective on January 1 of the following year and shall hold office for one (1) year; and, shall be eligible for reelection.

Section 4 – Vacancy: In the event of the vacancy of an Office, the members shall elect a new Officer provided that such vacancy occurs more than two (2) months prior to the annual election.

Section 5 – Duties of Officers: Officers shall perform such duties as are usually exercised by Officers of a committee and contained in “Robert’s Rules of Order” (revised) unless otherwise noted in this section or elsewhere in the Rules & By-Laws of the Committee. The Officers shall have the following duties:

- (1) Chair: The Chair shall:
 - a. Preside at all meetings of the Committee.
 - b. Ensure that all meetings are conducted in a timely manner.
 - c. Ensure that all meetings are conducted in accordance with the By-Laws of the Committee.
 - d. Call special meetings of the Committee.
 - e. Sign all resolutions or other official documents of the Committee.
- (2) Vice-Chair: The Vice-Chair shall, during the absence of the Chair or the Chair's inability to act, have and exercise all of the duties and powers of the Chair, and shall perform such other duties as may from time to time be assigned by the Committee or Chair.
- (3) Secretary: The Secretary shall:
 - a. Monitor attendance.
 - b. Prepare the minutes of the Committee meetings.
 - c. Keep a minute book containing meeting minutes and attendance records.
 - d. Notice meetings of the Committee and ad hoc committees.
- (4) Acting Chair: In the absence of both the Chair and Vice-Chair, the members shall elect an Acting Chair, who shall have and exercise all of the duties and powers of the Chair, from among those present who will serve for the remainder of the meeting.

ARTICLE IV - MEETINGS

Section 1 – Schedule: The Committee shall prepare and adopt an annual schedule of the regular meeting dates for the following year at the regular meeting in December of each year. The Committee shall hold at least one (1) regular meeting on a regularly scheduled work day a minimum of every sixty (60) days. When possible, the meeting shall fall before the Civil Service Board Meeting.

Section 2 – Quorum: A quorum is defined as a member or members from a majority of the groups.

Section 3 – Absence of a Quorum: No vote shall be taken at any meeting either regular or special unless a quorum is present. A meeting may be held by less than a quorum for the purpose of discussion only, if so desired. A report of the discussion at any such meeting shall be submitted to the next Committee meeting at which a quorum is present.

Section 4 – Parliamentary Authority: Although all meetings of the Committee shall be conducted in an informal manner unless otherwise stated in these By-Laws, the Committee shall follow the generally accepted methods of parliamentary procedure in carrying on the orderly transaction of business in the meetings and the duties of the Officers. The rules contained in "Robert's Rules of Order" (revised) shall govern the

Committee in all cases to which they are applicable, and where they are not inconsistent with the By-Laws or public laws governing the Committee.

Section 5 – Order of Business: The order of business for regular meetings of the Committee shall be as follows:

- Call to order
- Introduction of guests, alternates and new members in attendance
- Approval of prior month meeting minutes
- Committee reports
- Old business
- New Business
- Public comment within designated time limits
- Adjournment

Changes in the order of business of a regular Committee meeting will be at the discretion of the Chair.

Section 6 – Limitation of Discussion: The Chair may rule discussion out of order if it is redundant, irrelevant, indecorous or untimely.

Section 7 – Motions: The Secretary or member may restate motions before a vote is taken and shall state the name of the maker of the motion, the name of the supporter and the names of any members opposed.

Section 8 – Voting: In accordance with Section 286.012 Florida Statutes, no member who is present at a meeting of the Committee at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest. All official action and recommendations of the Committee shall be effected by a majority vote of members present, and shall become effective immediately thereafter.

Section 9 – Reconsideration: A motion to reconsider an item on which a vote has been taken may be made only by a member who voted with the prevailing side. Adoption of a motion to reconsider requires the approval of a majority of the votes cast.

Section 10 – Dissenting Positions: Any member has the right to file a dissenting position and it shall be incorporated into the minutes.

Section 11 – Minutes: Minutes shall be kept of all meetings by the Secretary, and after approval by the Committee, these minutes then become a public record and shall be kept in a minute book.

ARTICLE V – AD HOC COMMITTEES

Section 1 – Ad Hoc Committees: An ad hoc committee shall consist of a committee chair, who shall be a member of the Committee, and at least two additional Members. All members may serve as a member of all ad hoc committees. All ad hoc committees shall have an expiration date identified by the Chair at the date of creation or shall dissolve at the expiration of the Chair’s term.

Section 2 – Purpose: The purpose of establishing ad hoc committees is to facilitate the accomplishment of a specific task identified by the Chair at the time of the establishment of the ad hoc committee.

Section 3 – Appointment: An ad hoc committee shall be established by a majority vote of the Committee. The Chair shall have the right to make a motion establishing an ad hoc committee.

Section 4 – Reports: All reports of an ad hoc committee shall be referred back to the entire Committee for final official action.

ARTICLE VI - AMENDMENTS

These rules and By-Laws may be added to, amended or revised, at any time by an affirmative vote of two thirds (2/3) of members present, at two consecutive regular meetings. Copies of each proposed change, revision or amendment shall be circulated to all Committee members for their information and study before the first meeting the action will be proposed and immediately following the meeting at which the action was passed.