

CITY OF RICHMOND
Procedures and Protocols for Personnel Board Meetings

I. Regular Meetings

- a. Regular meetings of the Personnel Board of the City of Richmond shall be held on the fourth Thursday of the month from January through October provided that, if the fourth Thursday falls on a legal holiday or a non-business day, the meeting shall be held third Thursday of the month. November and December meetings will be held the third Wednesday of the month. Any future regular meeting may be canceled at any time by the Chair of the Personnel Board at the Chair's discretion, or by the vote of a majority of the members of the Personnel Board during a regular meeting.
- b. Regular meetings of the Personnel Board shall begin at 6:15 p.m. and shall adjourn by 10:00 p.m. unless the time of adjournment is extended by the vote of a majority of the Board.
- c. A Personnel Board member who has three unexcused absences from regularly scheduled meetings during a 12-month period shall be deemed to have automatically resigned from appointment to the Personnel Board.
- d. No regular meeting shall be held or Personnel Board business transacted at a regular meeting unless a quorum of the Personnel Board is present.

II. Special Meetings

- a. Special meetings may be called by the Chair of the Personnel Board or by any two members of the Personnel Board.
- b. No special meeting shall be held or Personnel Board business transacted at a special meeting unless a quorum of the Personnel Board is present.

III. Placement of Agenda Items on Regular and Special Meeting Agenda

The Placement of any item on any regular or special meeting agenda shall be limited to the following: (1) any member of the Personnel Board; (2) the City Manager; (3) the City Attorney; and (4) the Secretary of the Personnel Board. To place an item on the agenda, a request must be provided in writing to the Secretary of the Personnel Board no later than 5:00 p.m. on the Thursday two weeks before the Thursday regular meeting. Each Personnel Board agenda item under New Business and/or Unfinished/Old Business must be accompanied by a written staff report. The written staff report will be attached to the corresponding Personnel Board meeting agenda. At least 72 hours before a regular meeting of the Personnel Board and 24 hours before a special meeting, the meeting agenda will be posted on the City's website and at such other public locations where the City currently posts agendas for meetings of the City Council and other City boards and commissions.

CITY OF RICHMOND
Procedures and Protocols for Personnel Board Meetings

IV. Order of Business

The business of the Personnel Board at its regular meetings shall be taken up for consideration and disposition in the order set forth below and as published by the Secretary of the Personnel Board, except that with the concurrence of a majority of the members of the Personnel Board, matters may be taken up out of order:

1. Roll Call.

Before proceeding with the business of the Personnel Board, the Secretary of the Personnel Board shall call the roll of the members of the Personnel Board and the names of those present and absent shall be entered in the minutes.

2. Statement of Conflict of Interest.

The Chair and any member of the Personnel Board shall disclose for the record any conflict of interest that he or she may have regarding any matter of business before the Personnel Board. The failure on the part of the Chair or any member of the Personnel Board to disclose such conflict of interest under this agenda item shall not preclude that person from making such disclosure when the particular agenda item is considered by the Personnel Board.

3. Approval of Minutes

Unless the reading of the minutes of the Personnel Board is requested by three (3) members of the Personnel Board, such minutes may be approved without reading if the Secretary of the Personnel Board has previously furnished each member of the Personnel Board with a copy thereof.

4. Public Comment

Individuals who would like to address the Personnel Board on matters not listed on the agenda and clearly within the subject matter jurisdiction of the Personnel Board may do so under Open Forum. The Chair and Members of the Personnel Board shall not offer any opinion or engage in any discussion of matters not listed on the agenda which are presented during Open Forum. All speakers must complete and file a speaker's card with the Secretary of the Personnel Board prior to the commencement of Open Forum. The amount of time allotted to individual speakers shall be based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16-24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

CITY OF RICHMOND
Procedures and Protocols for Personnel Board Meetings

5. New Business

The order of proceeding where there is a communication or item of new or unfinished business before the Personnel Board shall be as follows:

- a. Staff Report
- b. Public Comment
- c. Personnel Board questions and answers
- d. Personnel Board discussion and vote

6. Unfinished/Old Business

The order of proceeding for unfinished/old business is the same as new business:

- a. Staff Report
- b. Public Comment
- c. Personnel Board questions and answers
- d. Personnel Board discussion and vote

7. Review of Subpoena(s)

The review of subpoena(s) for all hearings, including grievance and disciplinary hearings but not excluding any other type of hearing to come before the Personnel Board, is as follows:

An offer of proof must be submitted to the Personnel Board by all parties who plan on issuing subpoena(s) for a hearing (including but not limited to grievance and/or disciplinary). An offer of proof is a disclosure of the witnesses for whom subpoenas are sought and the substance, purpose, and relevancy of evidence that each such witness can offer. The Personnel Board will review the offer of proof, make any inquiries necessary to understand the relevancy of each witness, and may vote to issue subpoenas to any individual upon approval by a majority of the Board. Upon approval, the Chair or Vice-Chair will sign the subpoenas for a future hearing.

The party requesting the subpoenas is responsible to servicing the subpoenas and payment of witness fees and mileage in accordance with California law.

8. Consideration of Problems and Reports (grievance and disciplinary hearings)

To the extent that the State law allows for a matter to be heard in closed session, the matter will be identified as a matter that is not open to the public. Regardless of whether the matter is heard in closed session or is open to the public, when

CITY OF RICHMOND
Procedures and Protocols for Personnel Board Meetings

consideration of a problem and report involves an appeal of an item to the Personnel Board, the order of proceeding shall be as follows:

- a. Introduction of item by Board
- b. Appellant's opening statement
- c. Respondent's opening statement
- d. *Presentation of evidence by Appellant
- e. *Presentation of evidence by Respondent
- f. Presentation of rebuttal evidence, if applicable
- g. Presentation of surrebuttal evidence, if applicable
- h. Appellant's closing statement
- i. Respondent's closing statement
- j. Personnel Board discussion and vote

*The following rule was approved by the Personnel Board Members at the March 27, 2014 Personnel Board Meeting:

"Any party that wishes to offer any document in evidence at a Personnel Board hearing shall deliver such document or documents to the Secretary of the Board, and to the other side, not less than five business days before the hearing. No documents offered at the hearing that were not submitted within such time shall be considered by the Board, absent a showing of good cause why such document or documents were not submitted in a timely manner consistent with this rule."

9. Adjournment

Any item not on the agenda shall not be considered unless the item can be considered by the Personnel Board pursuant to the Ralph M. Brown Act, Government Code sections 54950 *et seq.*

V. Manner of Addressing the Personnel Board – Time Limit

Anyone who desires to address the Personnel Board on items appearing on the agenda must complete and file a speaker's card with the Secretary of the Personnel Board prior to the Personnel Board's consideration of the item. Once the item has been announced and discussion has commenced, no person shall be permitted to speak on the item other than persons who have submitted their names to the Secretary of the Personnel Board. Speakers will be called when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Personnel Board on items listed on the agenda.

Unless otherwise permitted by a majority vote of the Personnel Board, once the discussion of the agenda item has commenced, no person shall be permitted to speak on the item other than those persons who have submitted their names to the Secretary of the Personnel Board.

CITY OF RICHMOND
Procedures and Protocols for Personnel Board Meetings

When a speaker's name is called by the Secretary of the Personnel Board, the person shall approach the microphone, state his/her name and city of residence in an audible tone of voice for the records. All remarks shall be addressed to the Personnel Board as a body and not to any member thereof.

Unless otherwise waived by a majority of the Personnel Board, any person addressing the Personnel Board on any item on the agenda shall be limited to a maximum of two (2) minutes.

Adopted: October 25, 2012
Revised: February 23, 2017 (March 27, 2014 regular meeting: submittal of evidence/documents prior to hearing/grievance; May 28, 2015 start time change; July 24, 2014 at hearing: Review of Subpoena(s) added to regular agenda; October 23, 2014 meeting: November & December yearly calendar; February 23, 2017 added a written staff report must be submitted with each agenda item)
May 25, 2023 special meeting : start time change.