STANDING RULES OF THE HUMAN RESOURCES BOARD OF THE CITY OF RIVERSIDE

Pursuant to Section 804 of the Riverside City Charter, the Human Resources Board hereby prescribes its standing rules and regulations, copies of which shall be kept on file in the Office of the City Clerk where they shall be available for public inspection.

1. POWERS, DUTIES AND FUNCTIONS (Charter Section 807)

There shall be a Human Resources Board, which shall have the power and duty to:

A) Recommend to the City Council, after a public hearing thereon, the adoption, amendment or appeal of personnel rules and regulations.
B) Act in an advisory capacity to the City Council on matters concerning personnel administration.

2. POWERS, DUTIES AND FUNCTIONS (RMC Section 2.36.030)

The Human Resources Board shall:

A) Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations;
B) Act in an advisory capacity to the City Council on matters concerning personnel administration;
C) Hear Grievances and Appeals submitted by any person in the classified service and make findings and recommendations which shall be advisory only;
D) Make any recommendations to the City Manager which it may consider desirable concerning conditions of employment and the administration of personnel in the City service;
E) Recommend to the City Council the amendment or appeal of the provisions of Section 2.32.010 through 2.32.160 (Salary Regulations);
F) Perform such other duties as may be necessary or appropriate for effective personnel administration consistent with the provisions of this chapter and the City Charter.

3. MEMBERS (RMC Section 2.10.010)

A) Pursuant to Section 800 and 803 of the Riverside City Charter, the Human Resources Board shall be comprised of nine (9) members appointed by the Mayor and City Council.
B) Appointments to fill unexpired terms on the Board shall be filled in the same manner as original appointments.

C) Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the Board.

D) Members who fail to maintain qualified elector status must resign from the Board or be removed in accordance with Section 802 of the riverside City Charter.

4. TERM OF OFFICE (Charter Section 802)

A) The term of office shall be four (4) years. No member shall service more than two consecutive full terms. Service of less than one year of an unexpired term shall not be counted as service of one term.

B) In the even that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed.

C) Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the Mayor entitled to vote.

D) Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.

E) Any member may resign from the Board by submitting their written resignation to the Mayor and City Council as well as to the Board Chair.

5. COMPENSATION; VACANCIES (Charter Section 805)

A) Members shall serve without compensation for their services on the Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.

B) Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member absents himself/herself from three consecutive regular meetings, unless by permission of Board, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Section 803 of the Riverside City Charter.

6. OFFICERS (Charter Section 804)

A) The Board shall have at least two officers, Chair and Vice-Chair and such other officers, as it deems necessary.

B) The Chair shall preside over all meetings of the Board and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the Board after such documents have been approved by the Board, and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Board.

C) In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.

D) The election of officers shall be conducted annually at the first meeting in March.

E) All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.

F) Election of officers shall be conducted in a manner prescribed by the Board.

G) In the event of the occurrence of a vacancy of any officer, a new election shall be held for Vice Chair. If the Vice-Chair chooses not to remain Chair, for the balance of the term, a new election shall be held for Chair. In the event of resignation or removal of any officer, a new election shall be held to fill the vacant office.

H) If the Chair and Vice-Chair are both absent at any meeting of the Board, the Board shall elect a Chair Pro Tem which shall perform all duties of the Chair.

7. MEETINGS (Charter Section 804/RMC Section 2.36.030)

A) Regular meetings of the Board shall be held on the first Monday of each month at 5:00 p.m. in City Hall, Art Pick Council Chamber, unless otherwise agreed upon in advance by the Board. Should the first Monday of the month fall on a federal holiday, the meeting shall be held on the second Monday of the month.

B) A special meeting may be called by the Chair or any five members of the Board. Members shall be given at least twenty-four (24) hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act, Section 54950 *et seq*. of the California Government code.

C) All meetings of the Board and its standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.

D) A majority of all membership of the Board (5) shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.

E) A Board meeting may be cancelled by the Chair, due to a lack of a quorum, or special or emergency circumstances."

F) The City Manager has designated a representative of the Human Resources Department to act as secretary for the recording of minutes of the Human Resources Board. The minutes shall be kept on file in the Human Resources Department and shall be available for public inspection.

G) The Board may promulgate such rules, regulations, policies, and procedures for its conduct, as it deems necessary.

H) The Board may limit the total amount of time of testimony on particular issues and for each individual speaker.

I) All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk, and shall bear the signature of the Chair and the date they were adopted.

8. COMMITTTEES

A) The Board may establish standing committees, which shall consist of any appointed Chairperson and at least two other Board members.

B) The Board may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two other Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

9. REPORT TO THE CITY

The Board shall present an annual written report of its activities for the past year to the Mayor and City Council.

10. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the Board by majority vote of the Board, provided that notice of such amendment was provided in accordance with the Brown Act.

Respectfully submitted,

Sonya Fenn

Chairperson
Human Resources Board

6-1-15

Date of Adoption