

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

March 12, 2009

I. AUTHORITY AND ORGANIZATION:

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: An Employee Advisory Committee shall be elected from among the employees of the agencies or authorities named in Section 4 in a manner and for terms prescribed by the Board. The Board shall also prescribe the manner by which any unexpired term shall be filled. 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.

II. MEMBERSHIP:

A. The membership of the Committee shall consist of a number of members to be determined by the Committee from time to time. Members shall be elected from the Appointing Authorities of Hillsborough County as included in the Civil Service Law. 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, Port Authority, Planning Commission, Public Transportation Commission, Expressway Authority, Law Library, Legislative Delegation, Soil And Water Conservation District, Civil Service Board, 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 representatives 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. The Committee shall determine the number of representatives to be selected from each group from time to time, but no less than every five years.

- B. Each member shall be employed in the classified service of the Hillsborough County Civil Service system;
- C. Members shall be elected in an election called for by the Civil Service Board for a term of four (4) years. A Committee member can succeed himself or herself if reelected.
- D. A member shall, with due notice to the Chairman, send an alternate to any meeting which the member cannot attend. The alternate shall be a classified employee from the same EAC groups as the committee member being represented.

The alternate shall have full voting rights for the member, and the member shall be considered to have attended the meeting.

III. ELECTION OF REPRESENTATIVES:

- A. Election of representatives will be carried out under the "procedural rules" of the Civil Service Board.
- B. When a vacancy occurs on the Committee, it shall be the duty of the Committee Chairman to notify the Civil Service Board. When a representative leaves a particular group, leaving an unexpired term to be filled, the employee with the next highest number of votes shall be appointed to fill the unexpired term.
- C. After the Civil Service Board has certified the election results, each elected representative shall be sent a membership list showing the name, department and group of each representative.

IV. OFFICERS:

- A. The officers of the Committee shall consist of a Chairman, a Vice-Chairman and, a Recording Secretary, who shall hold office for one (1) year; and, shall be eligible for reelection.
- B. Officers shall be nominated at a meeting of the Committee held in November of each year. The Officers shall be elected by ballot of the Committee members at a meeting of the Committee in December of each year. Members who cannot attend the December meeting may vote for officers by written ballot or by proxy representative designated in writing by the member. Officers elected shall commence their terms effective on January 1 of the following year.
- C. The Vice-Chairman shall preside in the absence of the Chairman. In the absence of both said officers, the members shall elect an Acting Chairman from among those present. In the event of the permanent absence of the Chairman, the members shall elect a new Chairman and Vice-Chairman provided that such absence occurs at a period greater than two (2) months prior to the annual election.

V. MEETINGS:

- A. The Committee shall hold one (1) regular meeting a minimum of every sixty (60) days. The Chairman may designate a meeting time on a regularly scheduled work day and duly elected representatives will be allowed to attend this meeting by their Department or Agency Head.
- B. It shall be the responsibility of each representative to cooperate with his or her Department or Agency Head and immediate supervisor in matters dealing with attendance at such meetings.
- C. 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.
- D. No vote shall be taken at any meeting either regular or special unless a quorum is present. A quorum is

defined as a representative or representatives from a majority of the groups. For the purposes of calculating a quorum under this provision, members who vote by written ballot or are represented by proxy in the December meeting, as provided in section IV.B. above, shall count as present at the meeting. 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.

- E. All official action and recommendations of the Committee shall be effected by a majority vote of members present, and shall become effective immediately thereafter. The right of the permanent or Acting Chairman to vote, in the case of a tie only, shall not be questioned. However, no member shall cast a vote on any Committee action upon a subject wherein favorable or unfavorable action will render him unique benefit or benefits.
- F. In cases of major difference of opinion among the membership, the minority shall have the right to file a separate report to accompany the majority recommendation or action.
- G. The absence of an Advisory Committee member from more than 50% of scheduled meetings during any calendar year shall constitute a resignation.
 - 1. The EAC will send a letter to the member whose absence has exceeded the 50% limit.
 - 2. The member may appeal the separation from 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 EAC meeting after delivery of the notice.
 - 3. During the meeting that the appeal is due, the committee will evaluate any appeal provided for consideration and vote, by secret ballot, to accept the appeal or continue with the separation process.
 - 4. If the member does not appeal, the member's resignation will be accepted by the committee.

H. Any entity or individual wishing to address the EAC shall do so via invitation by any of the EAC members or directing their request to the chairman or any other EAC officer. EAC officers shall be informed of the request at least one week in advance of a scheduled committee meeting to ensure a place on the agenda and to provide proper notice to committee members.

VI. COMMITTEES:

For the purpose of pursuing individual studies or projects, special committees may be formed from among the Committee membership by the Chairman. Any and all resultant reports shall be referred back to the entire Committee for final official action.

VII. RECORDS:

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

VIII. PARLIAMENTARY AUTHORITY:

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 Rule of Order" (revised) shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or public laws governing the Committee.

IX. 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 the total membership, after reading of such proposed action 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, immediately following the meeting at which the motion to consider was passed.