

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514 PERSONNEL COMMISSION MEETINGS

Government Code 54953

54953. **Meetings to be open and public; attendance.** All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

Government Code Section 54954

54954. **Time and place of regular meetings; holidays; emergencies.** The legislative body of a local agency shall provide, by ordinance, resolution, by-laws, or by whatever other rule is required for the conduct of business by that body, the time for holding regular meetings. Unless otherwise provided for in the act under which the local agency was formed, meetings of the legislative body need not be held within the boundaries of the territory over which the local agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration for the emergency at such place as is designated by the presiding officer of the legislative body.

CHANGES:

No changes to text.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
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Government Code Section 54955

54955. **Adjournment; adjourned meetings.** The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice waived provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, by-law, or other rule.

Government Code Section 54956

54956. **Special meetings; call; notice.** A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering personally or by mail written notice to each member of the legislative body and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail and shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the legislative body. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

CHANGES:

No changes to text.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
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Government Code Section 54957

54957. **Closed sessions; exclusion of witnesses.** Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions with the Attorney General, district attorney, sheriff, or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or a threat to the public's right of access to public services or public facilities, or from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless such employee requests a public hearing. The legislative body also may exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

Nothing in this chapter shall be construed to prevent any board, commission, committee, or other body organized and operated by any private organization as defined in Section 54952 from holding closed sessions to consider (a) matters affecting the national security, or (b) the appointment employment, evaluation of performance, or dismissal of an employee or to hear complaints or charges brought against such employee by another person or employee unless such a public hearing. Said body also may exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

Government Code Section 54957.1

54957.1. **Closed sessions; public report of action taken.** The legislative body of any local agency shall publicly report at the public meeting during which the closed session was held or its next public meeting any action taken, and any roll call vote thereon, to appoint, employ, or dismiss a public employee arising out of any closed session of the legislative body.

CHANGES:

No changes to text.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
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Government Code Section 54957.6

54957.6. Closed sessions; legislative body of local agencies; salaries, salary schedules or fringe benefits. Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with its designated representatives prior to and during consultations and discussions with representatives of employee organizations regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of employees in order to review its position and instruct its designated representatives. For the purposes enumerated in the preceding sentence, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

- A. The Personnel Commission shall hold its regular meeting on Thursday of each week at 10:00 a.m. at the District Administrative Office, or at such other time and place as may be ordered by the Commission, in accordance with applicable Government Code Sections.
- B. Special or emergency meetings may be ordered in accordance with applicable Government Code Sections.
- C. The Commission's Order of Business shall be posted at least 72 hours before a regular meeting in a prominent place in the District Office. The Order of Business shall contain a brief general description of each item of business to be transacted or discussed at the meeting and shall specify the time and location of the meeting. No action shall be taken on any item not appearing on the posted Order of Business except as provided in Government Code Section 54954.2.
- D. All meetings except closed sessions shall be open and public.
- E. Closed sessions may be held in accordance with the provisions of Government Code Section 54957 to consider the appointment, employment, evaluation of performance, or dismissal of an employee or employees or to hear complaints or charges brought against employees, and in accordance with the provisions of Government Code Section 54957.6 to meet with designated representatives of the Commission prior to and during consultation and discussions with representatives of employee regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of employees in order to review its position and instruct its designated representatives.

CHANGES:

Amends Paragraphs A. and B. to reflect Personnel Commission meeting locations and deletes reference to specific Government Code Sections; adds new Paragraph C. to incorporate changes made by the Brown Act; and redesignates former paragraphs C. and D. to D. and E.

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LAW AND RULES

January 18, 1990

- F. The Personnel Commission shall, in compliance with Government Code Section 54957.1, publicly report, at the public meeting during which the closed session was held or at its next public meeting, any action taken and any roll call vote thereon, in its closed session to appoint, employ, or dismiss a Personnel Commission employee.
- G. The election of the Chairperson and Vice Chairperson of the Commission shall take place at the first regular meeting in December of each year and shall take effect immediately. In the event that the appointment or reappointment of a Commissioner has not occurred by the first regular meeting in December the Commission may choose to postpone its election of chairpersons until such appointment or reappointment has occurred. If such postponement should occur the current Chairperson and Vice Chairperson will continue to serve until an election occurs. In the absence of the Chairperson, the Vice Chairperson shall preside at Commission meetings and perform the duties of the Chair.
- H. Individuals or groups who seek interview with particular Commissioners in regard to matters that may later be placed before the Personnel Commission for decision shall be referred to the Commission staff office with the explanation that it is against the policy of the Commission to take up such matters except at open meetings with the majority of the Commission present.
- I. All requests for investigation of personnel problems related to alleged violations of Merit System law or Personnel Commission rules brought before the Commission or the Commission staff shall be made in writing and shall include specific pertinent facts.

CHANGES:

Adds new Paragraph G. and redesignates former Paragraphs E., F., and G. to F., H., and I. Minor editorial changes to newly designated Paragraph H.