

**PROCEDURES FOR THE CONDUCT OF  
BUSINESS MEETINGS OF THE  
CIVIL SERVICE COMMISSION FOR  
THE CITY OF NEW ORLEANS**



**EFFECTIVE NOVEMBER 8, 2024**

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## **PREAMBLE**

In accordance with Rule II, Section 1.7 of the Rules of the Civil Service Commission for the City of New Orleans and in order to establish order in the conduct of business meetings and to provide for participation therein by members of the public, the Civil Service Commission for the City of New Orleans hereby adopts the following "meeting procedures" for conducting business meetings.

## **DEFINITIONS**

"Commission" means the Civil Service Commission for the City of New Orleans.

"Commissioner" means a Commissioner of the Civil Service Commission who has taken the oath of office.

"Rules" means the Rules of the Civil Service Commission for the City of New Orleans.

"Meeting Procedures" means the policies and guidelines set forth herein and established in accordance with Rule II, Section 1.7 of the Rules.

"Business meeting" is any meeting of a quorum of Commissioners, as defined in Rule I, Section 1.1 of the Rules, held for any purpose other than that of considering appeals taken pursuant to Article 10, Sections 8 and 12 of the Louisiana Constitution of 1974.

## **SECTION 1 BUSINESS MEETINGS OF THE CIVIL SERVICE COMMISSION - SCHEDULE**

A. Regular business meetings of the Civil Service Commission for the City of New Orleans shall be held in City Council Chambers, 1300 Perdido Street, New Orleans, Louisiana, each month except in the months of July and August in accordance with Rule II, Section 3.1. The Commission may make changes to the meeting date and/or location as needed with proper notice in keeping with subsection C.

B. Special business meetings of the Commission may be called by the Chairman or any three members of the Commission in accordance with Rule II, Section 3.2.

C. Notification of the date, time and/or location of a special meeting or the change of the date, time and/or location of a regular meeting shall be given by posting same at the Commission's offices and on the Commission's website no fewer than 24 hours before the meeting.

D. In the event of an emergency declared under national, state and/or local law and to the extent permitted by law, the Commission may, by majority vote, suspend these procedures.

## **SECTION 2 PRESIDING OFFICER**

A. The Chairman shall be the presiding officer of all business meetings of the Commission. The Vice Chairman shall act as presiding officer in the absence of the Chairman. In the event that both are absent, then the Commissioner most senior in service of the Commissioners present at a business meeting shall act as the presiding officer.

B. The presiding officer may vote on all questions on which the vote is taken.

C. The presiding officer shall preserve decorum and order, may speak to points of order in preference to other Commissioners, and shall decide all questions of order.

D. The presiding officer may, at any time, during debate or otherwise, declare a recess, provided there are no objections by the other Commissioners.

E. In case of any disturbance or disorderly conduct, the presiding officer shall have the power to require the meeting room to be cleared and/or to issue orders which shall ensure compliance with these meeting procedures.

### **SECTION 3 JOURNAL OF PROCEEDINGS**

A. Written minutes of the meetings of business meetings shall be prepared by a recording secretary who shall be the Personnel Director or the Personnel Director's designee and the said minutes, after adoption thereof, shall be retained by the Department of City Civil Service for public inspection in the Commission's offices. Audio and/or video recording of the meetings of the Commission may be taken by, and for the convenience of, the recording secretary but shall not constitute an official transcript of the proceedings.

### **SECTION 4 QUORUM**

A. A quorum of the City Civil Service Commission for the conduct of a business meeting, shall consist of three Commissioners, as set forth in Rule 1, Section 1.1 of the Rules. When a quorum is present, the Civil Service Commission shall proceed to the business before it.

### **SECTION 5 AGENDA**

A. The business of the Commission shall be established by an agenda prepared and published by the Department of City Civil Service in accordance with applicable law. Requests for inclusion of an item on the agenda must be made to the Personnel Director in writing by the close of business 10 working days prior to the date of the Commission meeting.

In considering requests to include items on the Commission's agenda, the Personnel Director shall determine if the Civil Service Department has received enough information from the requesting party to present a recommendation on the item to the Commission. If the Personnel Director determines that the Civil Service Department requires additional information, he/she shall not place the item on the agenda and shall instead issue the requesting party a communication detailing the specific information the Civil Service Department requires. Any party who still desires to address the Commission despite being left off of the agenda may seek to address the Commission via the process described in subsection B below.

B. Upon unanimous approval of the Commissioners present at a meeting, the Commission may take up a matter not on the agenda and requiring a vote by the Commission; provided that any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting and further provided that prior to any vote on the motion to take up a matter not on the agenda and requiring a vote by the Commission, there shall be an opportunity for public comment on any such motion in accordance with these Meeting Procedures.

## **SECTION 6 ORDER OF BUSINESS**

A. The order of business of the Commission shall be as follows:

1. Presiding Officer's Call to Order and Quorum Call
2. Approval of Minutes.
3. Regular Order of Business
  - i. Consideration and adoption of Rules or amendments thereto;
  - ii. Consideration and adoption of Classification and Compensation matters;
  - iii. Consideration and adoption of Recruitment and Selection matters;
  - iv. Consideration of requests for the exercise of rulemaking authority and investigations pursuant thereto;
  - v. Budgetary matters;
  - vi. Matters of internal administration.
4. Special Orders of Business
5. Communications
6. Executive Session
7. Adjournment

B. Items shall be taken from the agenda seriatim by the presiding officer and considered as follows:

1. Presentation of the agenda item by its proponent;

2. Response from Commission's staff (if any)
3. Public comment
4. Debate and discussion by the Commission
5. Dispositive motion

## **SECTION 7 EXECUTIVE SESSIONS**

A. The Commission may hold executive sessions during business meetings for the reasons set forth in LA. RS. 42:17, upon an affirmative vote, taken in an open meeting for which notice has been given pursuant to LA. R.S. 42:19, of two-thirds of the Commissioners present and voting.

B. The Commission may, at any time, recess any business meeting upon affirmative majority vote for the purpose of convening in its quasi-judicial capacity to consider the disposition of appeals taken pursuant to Article 10, Sections 8 and 12 of the Louisiana Constitution of 1974.

## **SECTION 8 PRESENTATIONS AND PUBLIC PARTICIPATION**

Presentation of and public comment upon any agenda item on which a vote is to be taken shall be governed by the following procedure:

A. Representatives of the Department of City Civil Service or of an agency of government subject to the jurisdiction of the Commission shall be afforded the opportunity for presentation and discussion before the Commission of any item of business appearing on the agenda, subject to only to such limitations of time as may be imposed by the presiding officer, which limitations shall be at the discretion of the presiding officer.

B. Persons other than representatives of the Department of City Civil Service or the designated representative of an agency of government subject to the jurisdiction of the Commission desiring to address the Commission on any agenda item shall be

afforded the opportunity to address the Commission regarding said item in compliance with the following:

i. Each speaker desiring to address the Commission must submit to the recording secretary prior to the commencement of consideration of the agenda item a request in the form of a speaker request card in the following format:

Civil Service Commission Meeting	Date: _____
Name: _____	
Agenda Item: _____	
<input type="checkbox"/> In support <input type="checkbox"/> In opposition <input type="checkbox"/> information	
Representing: _____	
Remarks: _____	
_____	
_____	

ii. The presiding officer will recognize speakers in the order in which the speaker request cards were received. Each speaker shall be limited to three minutes unless the Commission grants a greater period of time.

iii. Each speaker shall, at the commencement of his address, identify himself by name, job classification and agency of city government if so employed and, if appearing in a representative capacity, the identity of the organization represented.

iv. All speakers shall direct their comments to the Commission and shall make no inquiry of, nor direct any comments to, any other speaker or member of the audience. Failure to adhere to this rule may be cause for removal from the meeting.



v. The presiding officer may rule out of order any speaker whose comments are not germane to the item under consideration or if the speaker becomes disruptive of the meeting.

C. Electronic comments may be submitted by members of the public in compliance with the following:

i. Comments must be submitted via email to [csno@nola.gov](mailto:csno@nola.gov). Public comments will be accepted from the time the agenda is published until two hours before the published start time of the business meeting.

ii. Each submission must contain the commenter's first and last name, department (if applicable), agenda item number, and if their comment is informational, for, or opposed to the agenda item. Comments that fail to include this information will not be read. All public comments must be germane to the agenda item addressed. The determination of germaneness shall be made by the presiding officer.

iii. No member of the public may submit more than one online comment per agenda item.

iv. Before the Commission votes on an agenda item, a moderator will read all comments pertaining to that item into the record.

v. Comments will be read aloud in a normal speaking voice. The moderator will discontinue reading a comment once it exceeds three minutes.

vi. Public comment may be allowed for items not requiring a vote at the discretion of the presiding officer. Such comment may be subject to additional restrictions, limitations, and/or modifications to be announced by the presiding officer at the outset of the meeting

## **SECTION 9 CONSIDERATION BY THE COMMISSION**

A. At the close of presentations the Commission shall take up consideration of the matter in accordance with the rules of order set forth in these meeting procedures.

B. Every Commissioner, prior to his or her speaking, should address himself or herself to the presiding officer for recognition and say, "Mr. Chairman" or "Madame

Chairperson" and not proceed with his or her remarks until recognized and named by the presiding officer. The Commissioner shall confine remarks to the question under debate, avoiding personal invective and refrain from impugning the motives of any other Commissioner's argument or vote.

C. When two or more Commissioners request the floor at the same time, the presiding officer shall name the Commissioner who is first to speak.

D. The order and precedence of motions may be set forth in parliamentary procedures appended to these meeting procedures. The rules of parliamentary procedure set forth in the latest published edition of "Roberts Rules of Order Revised" shall govern in all cases to which they are applicable and in which they are not inconsistent with any parliamentary procedures appended to these meeting procedures.

## **SECTION 10 VOTING**

A. Votes upon all business coming before the Commission requiring action shall be *viva voce* by the Commissioners by yeas, nays or abstention, and the resulting vote, by number, shall be recorded upon the minutes of the meeting.

B. A Commissioner may request recusal because of a personal interest in the question, in which case the Commissioner shall not vote. Any Commissioner may suggest recusal of another Commissioner. A recused Commissioner is not prohibited from participating in discussion and debate concerning the matter, provided that disclosure of the conflict or potential conflict is made part of the record in public prior to participation in the discussion or debate and prior to the vote that is the subject of discussion or debate. If a Commissioner requests recusal because of a substantial personal economic interest under the Louisiana Code of Governmental Ethics, then the Commissioner shall not participate in discussion or debate.

## **SECTION 11 SUSPENSION OF THE MEETING PROCEDURES**

A. Except as otherwise provided herein, these meeting procedures may be temporarily suspended by a vote of two-thirds of all Commissioners present and voting. Before a vote is taken on whether these rules shall be suspended, the presiding officer shall state the purpose for which these regulations are to be suspended, except in instances in which it is moved to take up an item not on the agenda and for which a vote is to be taken, in which instance a unanimous vote of the Commissioners present shall be required as set forth in Procedure 5(B), above.

## **SECTION 12 STANDARDS FOR ELECTRONIC COVERAGE**

A. Any individual intending to make a video or audio recording of, or broadcast live, a meeting of the City Civil Service Commission is required to register his/her identity and affiliation with the Personnel Director or his/her designee one hour prior to the commencement of the meeting for the purpose of being assigned a position or positions within the Civil Service Commission meeting room. No positions will be assigned that will result either in unreasonable obstruction of the Commissioners' view of the staff of the Department of City Civil Service in attendance at the meeting, or of the audience, or which result in intrusion into or blockage of any routes of passage through the Civil Service Commission meeting room.

B. Any individual seated in the audience section of the Civil Service Commission meeting room possessing a hand-held sonic or video recording device may use such device provided that the individual's actions do not interfere with either the orderly conduct of the Civil Service Commissions proceedings or cause an unreasonable interference with the audience's viewing of, or participation in, the Civil Service Commissions proceedings.

C. Non-compliance with this meeting rule may result in the non-complying individual being given the choice by the presiding officer to either come in to compliance or immediately remove himself/herself and his/her equipment from the Civil Service Commission meeting room.

### **SECTION 13 REQUESTS FOR AUDIO RECORDINGS**

A . Any Audio recordings made by staff in accordance with procedure 3(A) will be retained for a minimum of (15) business days and are available for public review starting the day after the Commission meeting in the Commission's office. Copies are available and shall cost \$10.00 per copy.

## **APPENDIX- PARLIAMENTARY PROCEDURE**

### **CALL OF COMMISSIONER TO ORDER**

A Commissioner, when called to order by the presiding officer, shall thereupon immediately comply with the ruling, subject only to the right of appeal.

### **APPEALS FROM DECISIONS OF THE PRESIDING OFFICER**

Any Commissioner may appeal to the Commission from a ruling of the presiding officer, and if the appeal is seconded, the Commissioner making the appeal may briefly state the reason for the same, and the presiding officer may briefly explain his or her ruling, but there shall be no debate on the appeal and no other Commissioner shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the presiding officer be sustained?" If a majority of the Commissioners present vote "No" the decision of the presiding officer shall be overruled, otherwise, it shall be sustained.

### **QUESTION OF PERSONAL PRIVILEGE**

The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases which the integrity, character, or motives of the Commissioner are assailed, questioned or impugned; or to cases in which a topic or question is one of a personal nature to a Commissioner.

### **SPECIAL ORDER OF BUSINESS**

Any matter upon the agenda may be considered at any time without regard to the order of business, provided a majority of the Commissioners present vote in the affirmative, but not otherwise.

### **NUMBER OF VOTES REQUIRED TO ADOPT MOTIONS**

No proposed motion or rule shall be adopted except by the affirmative vote of a majority of all Commissioners present and voting.

### **MAKING MOTIONS, SECONDING OF MOTIONS REQUIRED: WRITTEN MOTIONS**

Any Commissioner of the Civil Service Commission may make a motion, including the presiding officer. No motion shall be put or debated in a Civil Service Commission meeting unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate.

### **PRECEDENCE OF MOTIONS**

When a question is under debate, the following motion shall be in order and shall have precedence over each other in order, as listed:

1. to adjourn to a day certain;
2. to adjourn;
3. to take a recess;
4. to lay on the table;
5. the previous questions;
6. to refer;
7. to amend;
8. to defer or postpone to a time certain;
9. to defer or postpone (without reference to time);
10. to defer or postpone indefinitely.

Numbers 2,4, and 5 to be decided with debate.

### **MOTION TO ADJOURN**

A motion to adjourn the Civil Service Commission shall always be in order, except:

1. when a Commissioner is in possession of the floor;
2. when the Commissioners are voting;
3. when adjournment was the last preceding motion; and
4. when it has been decided that the previous question shall be taken.

### **PREVIOUS QUESTION**

When the previous question is moved on the main question, and seconded, it shall be put in this form: "Shall the main question now be put?" If such motion be carried, all further amendment and all further motions and debate shall be excluded, and the question put without delay, upon the pending amendments in proper order and then upon the main question.

### **MOTIONS TO LAY ON THE TABLE AND TO TAKE FROM THE TABLE**

A motion simply to lay a question on the table shall not be debatable.

A motion to take any motion or other proposition from the table shall require a majority vote of Civil Service Commission Commissioners present and voting except that it may be proposed at the same meeting at which such motion or proposition was laid upon the table, and in that case, a two-thirds vote of the Commissioners present shall be required.

A motion to lay any particular motion or proposition on the table shall apply to that motion only. An amendment to the main questions or other pending questions may be laid on the table and neither the main question nor such other pending question shall be affected thereby.

### **AUTOMATIC POSTPONEMENT**

If the Commission has not acted on any motion within sixty (60) days following its introduction the motion shall be postponed indefinitely unless set for hearing.

Matters which have been postponed indefinitely may be considered at any regular or special meeting of the Commission provided that the matter appears on the agenda for the meeting. Any Commissioner of the Civil Service Commission may request that a matter continued indefinitely be placed on the Commission agenda and the Personnel Director shall place the matter on the agenda.

## **INDEFINITE POSTPONEMENT: MOTION TO DEFER OR POSTPONE WITHOUT ANY REFERENCE TO TIME**

When consideration of a motion or other proposition is postponed indefinitely, it shall not be again taken up at the same meeting.

A motion to postpone, without any reference to time, shall not be construed as a motion to postpone indefinitely, but shall be considered to be of the same general nature, and to possess the same general attributes so far as applicable under these rules as a motion to postpone definitely or to a time certain.

## **MOTION TO AMEND**

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained.

An amendment modifying the intention of a motion shall be in order; but, an amendment relating to a different subject shall not be in order.

On an amendment to "Strike out and insert", the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.

## **MOTION FOR RECONSIDERATION**

A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter.

A motion for reconsideration, having been once made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered.

## **SPECIAL COMMITTEES**

The Civil Service Commission may, by a majority vote, or the presiding officer with the approval of a majority of the Commissioners, authorize the appointment of Special Committees, and shall name the Commissioner who is to act as presiding officer of said special committee, the term of which committee shall end when it shall accomplish the special purpose for which it is created or until abolished by a majority of the Commissioners present and voting. The Personnel Director shall reduce the verbal



motion to writing and provide copies to each Commissioner and any affected departments or agencies of government.

### **COMMUNICATIONS**

Any communication which is pertinent to matters within the jurisdiction of the Commission shall be received by the Personnel Director and forwarded to the Commission at the earliest opportunity.