

III-1 MEETINGS AND PUBLIC NOTICES

The time and location of each meeting of the Pima County Law Enforcement Merit System Council shall be fixed by the Council not less than two (2) weeks preceding the date of the meeting and shall not be held without at least twenty-four (24) hours notice to the members of the Council and the general public posted in at least one (1) public place in the County buildings. The Council shall file a statement with the Clerk of the Board of Supervisors stating where all public notices of Council meetings will be posted. In case of an actual emergency, a meeting may be held upon such lesser or other notice as is appropriate under the circumstances. Notice required under this section shall include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Such agenda must be available to the public at least twenty-four (24) hours prior to the meeting, except in the case of an actual emergency.

III-2 AGENDA

All matters to be presented for consideration by the Council at a regular meeting or special meeting shall be placed upon the Council's agenda without undue delay. The agenda shall be mailed to each member of the Council not less than five (5) business days prior to such meeting. Matters which have not been placed upon the agenda shall not be considered by the Council except in the case of an actual emergency, in which case a statement setting forth the reasons necessitating such emergency discussion, consideration, or decision shall be placed in the minutes of the meeting, and, at the public meeting, shall be publicly announced.

III-3 NOTICE TO PARTIES AND SHERIFF

Human Resources shall, at least five (5) business days prior to the meeting, mail or cause to be mailed to the Sheriff and to the parties to appeals pending before the Council, a copy of the notice of each meeting of the Council, and either an agenda for the meeting or information as to how an agenda may be obtained. Failure of the Sheriff or said parties to receive the notice and/or agenda shall not affect the validity of the meeting or of any action taken by the Council at said meeting, if notice was properly posted pursuant to Rule III-1 herein.

III-4 MINUTES

Human Resources shall provide for the recording of the official actions of the Council in the minutes of its meetings. Such minutes shall include, but not be limited to:

- A. The date, time and place of the meeting.

- III-4 B. The members of the Council recorded as either present or absent.
- C. An accurate description of all legal actions proposed, discussed or taken and the names of the members who propose each motion.
- D. The names of the persons, as given, making statements or presenting material to the Council and a reference to the legal action about which they made statements or presented material.
- E. When requested, the dissent of any member as to any matter voted upon, and his or her reasons therefor.

Human Resources shall cause the minutes to be transcribed and presented for approval or amendment at a future meeting. The minutes, a true copy thereof certified by a majority of the Council, or a recording of the occurrences at said meeting, shall be open to public inspection three (3) business days after the meeting, except as otherwise provided by law.