

1 elect other officers. A majority of the members of the commission constitutes a quorum. The
2 commission may determine its own rules of procedure.

3 The city clerk shall be designated as permanent recording secretary to the Civil Service
4 Commission. The recording secretary shall maintain the minutes of commission meetings and
5 hearings, keep custody of commission records and notify members of meetings. The director of
6 personnel shall act as an ex officio member of the commission representing the city on
7 personnel matters to be handled by the commission. The commission shall within a reasonable
8 time, supply the director of personnel with notification of any actions, reports, or
9 recommendations made by the commission. The personnel office shall notify affected police
10 and fire department members of actions, reports and recommendations made by the
11 commission."

12 **SECTION 2.** This act is effective when it becomes law.