

Council Meeting of
March 27, 2012

SUPPLEMENTAL

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

Subject: **Supplemental Material to Item 12E
City Manager – Adopt a RESOLUTION revising the Civil Service
Rules of Order**

A revised resolution is attached that repeals any previous resolution dealing
with the Civil Service Commission Rules of Order.

Respectfully submitted,


Laura J. Lohnes
Civil Service Manager

NOTED:


LeRoy J. Jackson
City Manager

Attachment – Resolution authorizing the adoption of the Proposed Civil
Service Rules of Order

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TORRANCE, CALIFORNIA, APPROVING THE ADOPTION OF A
NEW SET OF RULES OF ORDER TO BE USED BY THE CIVIL
SERVICE COMMISSION**

WHEREAS, the Torrance Municipal Code (TMC) Section 13.10.8 entitled, "Rules and Regulations" authorizes the Civil Service Commission to "establish such rules and regulations as it deems necessary for it government and for the faithful performance of its duties;" and

WHEREAS, the Civil Service Rules of Order currently in use by the Commission have not been reviewed recently and do not conform to the same rules in use by the City Council and other Commissions; and

WHEREAS, on September 26, 2011, it came to the attention of the Civil Service Commission that several sections of the current rules were outdated; and

WHEREAS, on September 26, 2011, the Commission was asked to reconsider a motion and found that Section 1.6, entitled "Motion to Reconsider" contained a subsection (b), which allowed for Reconsideration to be requested indefinitely; and

WHEREAS, on September 26, 2011, the Commission's legal advisor suggested that the current rules be updated to mirror the City Council's rules of order; and

WHEREAS, on February 27, 2012, the Civil Service Commission conducted a public hearing and invited comment on the proposed rules of order for use by the Civil Service Commission; and

WHEREAS, the Commission considered the proposed new rules of order for use by the Civil Service Commission and any and all comments received by the Public; and

WHEREAS, the Commission adopted a RESOLUTION 2012-01 of the Civil Service Commission approving the adoption of a new set of Rules of Order to be used by the Civil Service Commission;

NOW, THEREFORE, BE IT RESOLVED that

- 1) Any and all previous resolutions approving the Rules of Order of the Civil Service Commission are hereby repealed, and;
- 2) the Rules of Order approved by the Civil Service Commission on February 27, 2012 for its use are hereby **APPROVED,**

INTRODUCED, APPROVED AND ADOPTED this _____ day of March 2012.

Mayor Frank Scotto

ATTEST:

Sue Herbers, CMC
City Clerk

APPROVED AS TO FORM:
JOHN L. FELLOWS III, City Attorney

By Patrick Q. Sullivan, Assistant City Attorney