

BY-LAWS FOR THE
EMPLOYEE GRIEVANCE RECOMMENDATION BOARD
OF THE CITY OF MAITLAND, FLORIDA

**ARTICLE I
PREAMBLE**

The following sets forth the By-laws, which will guide the Employee Grievance Recommendation Board (the "Board") in its oversight of grievance(s) brought by an employee in accordance with the City's Personnel Policies and Procedures. Grievances that are brought to the Board were unable to be resolved at the Administration level. The Board's role, including its procedures for the hearing of grievances, is to render advisory opinions based on the Board's findings to the City Manager with a Copy to the aggrieved employee. The City Manager will take the Board's recommendations into consideration, but the final decision on what, if any, action to take will be the responsibility of the City Manager. The Board will meet a least once a year, and will meet on an as needed basis throughout the year.

**ARTICLE II
MEMBERS, OFFICERS and ELIGIBILITY**

SECTION A. Members.

There shall be an Employee Grievance Recommendation Board consisting of five (5) members appointed by the City Council for an individual term of three (3) years. Members of the Board shall not be employed or otherwise be a volunteer in any other capacity for the City. Each member of the Board shall be a resident of the City of Maitland.

SECTION B. Officers.

The Board shall have two (2) officers, consisting of a Chairperson and Vice Chairperson, who shall be elected by the Board. Officers shall serve one (1) year terms and are eligible for re-appointment for a period not to exceed two consecutive years.

SECTION C. The Presiding Officer.

The Chairperson shall be the presiding officer (hereinafter: the "Presiding Officer") at all meetings (and hearings) of the Board and shall perform all duties as described through general parliamentary procedure as administered by the Presiding Officer.

The Presiding Officer's general duties are:

1. To open and call the meeting to order;
2. To announce the business to be conducted;
3. To move proceedings forward in a reasonable, efficient and appropriate manner, including by avoiding redundant or repetitive presentations or remarks by individuals addressing the Board;
4. To require order and sincerity in meetings;
5. To authenticate, by oath and/or signature when necessary, all actions, orders, and proceedings of the Board;

6. To establish time limits for presentations at the meetings, as deemed appropriate by the Presiding Officer; and
7. To conduct business only for the benefit of the Board, the individuals appearing before the Board and to neither reflect nor exercise any bias with respect to any individual or matter before the Board.

SECTION D. The Vice Chairperson.

The Vice Chairperson shall assist the Presiding Officer as necessary and appropriate subject to the Presiding Officer's request and/or discretion. Upon the absence of the Presiding Officer, the Vice Chairperson shall act as the Presiding Officer of the Board.

SECTION E. Administrative Assistant.

The City's Human Resources Manager or designee will provide assistance to the Board and shall be responsible for carrying out the following duties:

1. Keeping accurate records and minutes of meetings and hearings of the Board and transmitting draft copies of all minutes to the City Manager and City Clerk within fifteen (15) business days following any such meeting of the Board;
2. Keeping a record of the members' attendance at meetings and calling roll at each meeting; and
3. Arranging and publishing notice of each meeting or hearing conducted by the Board.

Minutes may be sent via e-mail to each member. The Presiding Officer may initially approve the minutes of any meeting of the Board without the assent of other members and without having an official meeting, since meetings are not normally scheduled on a regular basis. However, at the next meeting of the Board, the minutes shall be approved or amended by proper motion and vote of the Board.

**ARTICLE III
NOMINATION AND ELECTION OF OFFICERS**

SECTION A. Nomination of Officers.

Nominations of officers shall be made from among the members at the annual meeting, which shall be held within the first quarter of each calendar year.

SECTION B. Elections.

Election of officers shall take place immediately following nominations. Voting shall take place by roll call. A candidate receiving the majority of votes of the membership at a meeting where there is a properly constituted quorum shall be declared elected and shall serve for a term of one (1) year or until his successor shall take office. All officers elected at the annual meeting shall assume office at the close of that meeting.

SECTION C. Vacancies.

Upon a vacancy in the post of the Presiding Officer, the Vice Chairperson shall automatically succeed to the office of Presiding Officer for the remaining time period in the term of that office. Vacancies in an unexpired term of the Vice-Chairperson shall be filled immediately by the regular election procedures set forth in this Article. Upon filling a vacancy, the individual so selected shall serve the remaining time period in the unexpired term in which the vacancy was filled.

**ARTICLE IV
AMENDMENT**

Amendments to these By-Laws may be proposed to the City Manager at any meeting by a two-thirds vote of the entire Board. Any amendments to the By-Laws shall be effective only with the City Manager's approval.

**ARTICLE V
MEETINGS**

SECTION A. Time of Meetings.

Unless the Presiding Officer shall otherwise set the time, date, or location of a meeting, the regular meetings of the Board shall be held as needed in the Maitland City Council Chambers or other appropriate public meeting place consistent with Florida Statutes. All meetings shall be noticed and open to the public.

SECTION B. Quorum.

The Board shall consider a quorum present when a simple majority of the total membership of the Board is in attendance.

SECTION C. Special Meetings.

Special meetings may be called by the Presiding Officer with forty-eight (48) hours notice, not including weekends or City holidays, provided a quorum can be assembled.

SECTION D. Transcription of Meetings.

All meetings of the Board shall be open to the public and shall be recorded. All minutes and records of proceedings, including findings and determinations, shall be filed with the official records of the City of Maitland. A transcript of the proceedings of the Board's meetings may be requested by any member of the Board or the general public, but any and all expenses incurred in the preparation of the transcript shall be the responsibility and obligation of the requesting party.

ARTICLE VI PROCEDURE

SECTION A. Meeting Format and Order of Business.

The order of business at regular meetings shall be as follows:

- A. Call to Order;
- B. Pledge of Allegiance;
- C. Roll Call;
- D. Approval or Disposition of Minutes of Previous Meeting;
- E. Old Business
- F. New Business
- G. Adjournment

SECTION B. Rules of Procedure.

The provisions of general parliamentary procedure as administered by the Presiding Officer shall constitute the rules of procedure which will guide all Board meetings. Questions or statements made by members of the Board, the general public, individuals appearing before the Board and City staff shall be directed to the Presiding Officer. The Presiding Officer shall maintain general decorum as appropriate.

ARTICLE VII VOTING

Each regular Board member, including the Presiding Officer, shall have an equal vote in all matters.

ARTICLE VIII TRANSACTION OF BUSINESS

SECTION A. Record Voting.

The manner in which each member has voted (e.g. – “aye” or “nay”) on all issues put to a vote, excluding procedural motions, shall be recorded in the minutes of the Board. A member may supplement the minutes with a statement explaining the reason for voting in a certain manner. The statement may not exceed one hundred (100) words and must be filed with the Human Resources Manager, or a designee, within five (5) business days (holidays excluded) after the meeting at which the member's vote was cast.

SECTION B. Contents of Minutes.

The Human Resources Manager, or designee, shall keep minutes of all meetings, presentations, and hearings before the Board. The record shall include the name, address, and

identity of the individual the speaker represents, if any, and a very brief synopsis of the speaker's statement to the Board. The official copy of the minutes on file at City Hall shall also include all written statements, exhibits, letters, and other exhibits submitted at hearings, which shall be made a part of the record. The minutes shall include the name of the Board member making all substantive or non-procedural motions, the name of the Board member seconding all motions, a roll call vote for all non-procedural motions, and at least a final vote tally for all procedural motions.

Human Resources Manager

Approved
by Maitland City Council:

By: _____
A. Dale McDonald, Mayor

Attest: _____
Maria Waldrop, City Clerk