

RULE 2: GENERAL PROVISIONS AND ORGANIZATION OF THE CIVIL SERVICE BOARD.

Section 2.1 Duties and Authority of the Civil Service Board. The board shall be composed of seven members and have the duties and authority as provided in Chapter XVI of the Dallas City Charter and any ordinances or resolutions adopted by the city council.

Section 2.2 Adoption and Enforcement of Civil Service Rules and Regulations. These rules and regulations are created, adopted, and enforced as required under Chapter XVI of the Dallas City Charter. If there is a conflict between a civil service rule and regulation and the charter or Chapter 34, "Personnel Rules," the charter or Chapter 34 prevail.

Section 2.3 Appointment and Duties of Board Secretary. The board shall appoint a board secretary in accordance with Chapter XVI of the Dallas City Charter. The board secretary shall serve as the director of the civil service department and may employ such assistants and employees to positions approved by the city council.

Section 2.4 Civil Service Board Meetings. The board shall post notice of its meetings at least seven days in advance of any meeting. Board meetings shall be scheduled monthly by the chair and the board secretary or as often as necessary. The board secretary shall call special meetings upon written request of three members of the board. All board meetings shall comply with the Texas Open Meetings Act.

Section 2.5 Annual Report by the Civil Service Board to the City Council. The civil service board shall make an annual report to the city council at the end of each fiscal year, giving a complete statement of the board's activities and containing such recommendations with regard to improving the efficiency of the civil service as it may deem advisable.