

COMMISSION RULES

ARTICLE I – NAME

The official name is the “Living Wage Commission.”

ARTICLE II – OFFICERS

- A. Officers. The officers of the Living Wage Commission shall be a Chair of Commission and Vice-Chair/Secretary. The Chair and Vice-Chair shall be selected from among the appointed members who comprise the Commission. The Vice-Chair will also act as the Recording Secretary of Commission.
- B. Duties of the Chair of Commission. Shall be to:
Preside over the Living Wage Commission, enforce the commission rules, and execute the will of the Commission. He/she shall appoint all committees.
- C. Duties of the Vice-Chair/Secretary of Commission. Shall be to assist the Chair and during his/her absence to act as Chair until the Chair is able to resume his/her duties.

Duties of the Secretary. Shall be to:

Record, transcribe and publish the minutes of all meetings of the Commission.

ARTICLE III – MEETINGS

- A. The Commission meets monthly at a predetermined time and location. Additional meetings may be held upon call of the Chair or according to a specific schedule adopted by the Commission.

ARTICLE IV – CONDUCT OF MEETINGS

- A. The Commission shall conduct its business for regularly scheduled monthly meetings in the following order: Call to Order, Minutes Approved, Old Business, New Business and Adjournment.

ARTICLE V – COMMISSION RELATIONS

- A. Holding Hearings. The Chair or his/her designee shall preside at hearings and make his/her recommendation to the Commission. The Commission shall make its recommendation to City Department Heads under the authority granted in §96-19 (E)(1) of the Living Wage Ordinance.
- B. Voting. A quorum of four (4) voting Commission members is required to convene and conduct business at any Commission meeting.

ARTICLE VI – COMMISSION RULES

- A. These commission rules may be amended by the Commission at a regularly scheduled meeting.