

# **HAMBURG TOWNSHIP PERSONNEL COMMITTEE**

## **BYLAWS & RULES OF PROCEDURE**

### **Article I – Name**

Hamburg Township Personnel Committee

### **Article II – Purpose**

The Personnel Committee shall be an advisory committee to the Hamburg Township Board of Trustees for personnel matters including the following:

- Annual Benefit and ECI Review and Recommendation
- Job Descriptions and Step/Grade Reviews
- Work Force Size
- Employee Grievances

### **Article III – Membership**

Personnel Committee shall consist of the two (2) Township Trustees and Treasurer as voting members. ~~The Deputy Clerk, and benefits manager may attend in a non-voting capacity. All appointments will be done by majority vote of the Township Board.~~

- 3.1 Any Committee vacancies that should arise will be filled by the Hamburg Township Board.
- 3.2 Trustees will be paid according to the prevailing per diem amount approved by the Board.
- 3.3 Members may be reimbursed for expenses incurred while performing duties related to the work of the Committee. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.
- 3.4 Expenses incurred by members relating to attendance at Committee related seminars, conventions, or other meetings must be pre-approved by the Township Board.
- 3.5 The Township Treasurer shall serve as Chairperson. The Chairperson shall be responsible for establishing the agenda for each meeting and will preside over said meetings.

### **Article IV – Meetings**

- 4.1 Meeting Notices. All meetings shall be posted at Hamburg Township Hall by the Hamburg Township Clerk. ~~and shall otherwise comply with the requirements of the Open Meetings Act.~~
- 4.2 Meetings will be held ~~twice monthly on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 3:00pm, and~~ when personnel matters dictate a need in accordance with the Township Employee Policy and Procedures or when directed by the Township board. A meeting may be called by the Chairperson or any two members of the Committee.

## **Article V – Rules of Order**

5.1 All meetings of the Committee shall be conducted in an orderly manner using parliamentary procedure and utilizing Robert's Rules of Order ~~simplified~~ per Section 2.4(d) Board Rules of the Hamburg Township Policy and Procedure Manual.

## **Article VI – Order of Business**

6.1 A written agenda for all meetings shall be prepared as follows. The order of business shall be:

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Call to the Public
5. Old Business
6. New Business
7. Call to the Public
8. Board Comments
9. Adjournment

## **Article VIII – Minutes**

~~8.1 Committee minutes shall be prepared by the Deputy Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.~~

## **Article VII – Amendments**

7.1 These rules may be amended from time to time by majority vote of this Committee and with final approval by the Hamburg Township Board.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED ON \_\_\_\_ DAY OF \_\_\_\_\_, 2025  
AND AMENDED ON \_\_\_\_ DAY OF \_\_\_\_\_, 2026