

**RULES OF PROCEDURE
OF THE
KENT COUNTY EMPLOYEE COUNCIL**

Adopted by the Kent County Employee Council on: 3/17/86

Approved by the Kent County Levy Court on: 3/11/86

Revised and Approved by Kent County Levy Court on: 7/5/88

Revised and Approved by Kent County Levy Court on: 3/14/2000

Revised and Approved by Kent County Levy Court on: 9/30/2003

Revised and Approved by Kent County Levy Court on 4/27/2010

ARTICLE I. Authority

Section I. The Kent County Employee Council was authorized by the Kent County Levy Court at its February 7, 1984 meeting.

ARTICLE II. Name of Organization

Section I. The name of this organization shall be the Kent County Employee Council, hereinafter referred to as the Council.

ARTICLE III. Members

Section I. The Council shall consist of seven (7) members elected by the classified employees of Kent County and who shall serve for a term of two (2) years. Four (4) members shall be elected one (1) year, three (3) members the following year.

Section II. The Council shall solicit nominations for expiring positions in January and conduct an election during the first two weeks of February, at which time no less than three representatives from the various departments and offices will meet and tally votes for the members of the Council to be elected that year. If the number of nominations is less than or equal to the number of positions available, the election shall be cancelled and the eligible employees nominated and confirmed by the Secretary as willing to serve shall be elected to the expiring Council positions.

Section III. The term of newly elected Council members shall become effective the first meeting in March following their election.

ARTICLE IV. Eligibility

Section I. Members shall be employees in the classified service as defined in the Kent County Personnel Ordinance. No more than two members may work in the same department/office.

Section II. Council members shall receive no additional compensation for attending meetings or participating in sponsored/hosted activities. Likewise, Council members shall not have his/her pay reduced for participating in meetings and events, provided permission was previously secured from the member's department head.

ARTICLE V. Officers

Section I. At its first business meeting in March, the Council shall elect from its membership a President, a Vice-President, a Secretary, and a Treasurer who shall serve a term of one (1) year.

Section II. The President shall preside at all meetings of the Council and shall perform such duties or delegate duties as required under the Rules of Procedure of the Council.

Section III. The Vice President shall act for the President in his/her absence.

Section IV. The Secretary shall take and prepare the Council minutes, distribute the minutes to the Council members, and post the minutes for the information of all the employees.

Section V. The Treasurer shall receive and properly account for monies expended and shall insure that an in-house audit is performed in February, and verified by the Council members.

ARTICLE VI. Vacancies

Section I. Vacancies on the Council caused by death, disqualification, resignation or termination may be filled for the unexpired term by the employee who received the next highest number of votes in the previous election. If no such candidate exists, the employee refuses to serve, or the election was held more than one year prior to the vacancy, Council may, at its discretion, appoint an eligible employee to complete the unexpired term or hold a special election to fill the unexpired term.

Section II. Any Council member who fails to attend 75% of the regular and special meetings in any twelve (12) month period or fails to attend three (3) or more consecutive regular meetings, without an excuse acceptable to the President, shall be deemed to have resigned and the vacancy shall be filled as herein provided.

Section III. If Council members are unable, unwilling, or fail to fill a vacancy within 60 days of any term expiration or member's death, disqualification, resignation, or termination, then the County department heads will meet upon call of the County Administrator and select by consensus an employee to fill any vacant Council position.

ARTICLE VII. Meetings

Section I. The President shall insure that a notice of meeting is posted, that an agenda is prepared and that the Council's correspondence is attended to in a timely fashion. The Secretary shall insure that the minutes and records of the Council are kept for as long as their term and then presented to the newly elected secretary.

Section II. Business meetings of the Council will be held once each month at a publicly-designated place specified by the Council, unless there is no pending business before the Council.

Section III. A majority of the membership of the Council (4 members) shall constitute a quorum and the presence of a quorum shall be necessary to conduct a meeting or transact business.

Section IV. Every effort will be made to provide notice of the time and place of the monthly business meetings conducted by the Council.

ARTICLE VIII. Purpose and Duties

Section I. The Council shall discuss issues with and assist the Personnel Director and/or County Administrator with matters relating to personnel rules and employee relations.

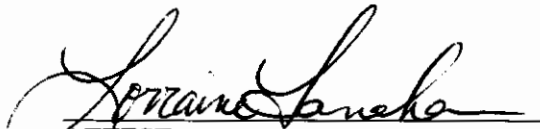
Section II. The President of the Employee Council will receive for distribution to members of the Council copies of all ordinances and resolutions, minutes of Levy Court meetings and

minutes of Levy Court Committee meetings, wherein personnel rules and other issues relating to the County's employees are discussed. Excluded from this distribution will be minutes of any executive sessions permitted by the State Freedom of Information Act.

Section III. The Council shall select the "Employee of the Year" from among the group of employees of the month as provided in County policy.

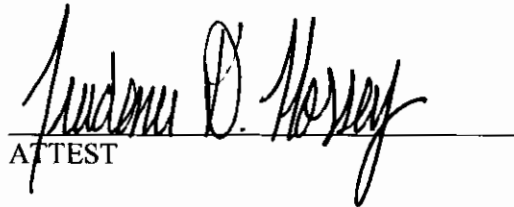
ARTICLE IX. Amendments

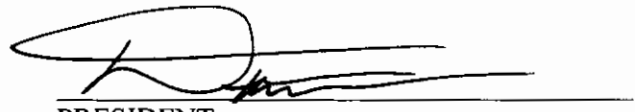
Section I. Amendments to the Council's Rules of Procedure may be proposed by the Council from time to time for consideration by Levy Court.


ATTEST


PRESIDENT
KENT COUNTY LEVY COURT

April 27, 2010
DATE


ATTEST


PRESIDENT
KENT COUNTY EMPLOYEE COUNCIL
08/10/10
DATE