

## Chapter PC 7

### PERSONNEL COMMISSION MEETINGS AND RECORDS

PC 7.01 Location and scheduling.  
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PC 7.04 Disqualification of commissioners.  
 PC 7.05 Public examination of commission records.

**PC 7.01 Location and scheduling.** The personnel commission shall meet in regular session at its offices, unless a different meeting place is designated by the commission. Dates of meetings shall be set by the chairperson or at the request of 2 commissioners.

**History:** Cr. Register, March, 1980, No. 291, eff. 4-1-80; renum. from PC 5.01 and am., Register, August, 1987, No. 380, eff. 9-1-87; renum. from PC 6.01, Register, May, 1996, No. 485, eff. 6-1-96.

**PC 7.02 Quorum.** If a quorum of 2 members of the commission is not available for a regular meeting, the chairperson may designate the available member to hear matters on behalf of the commission and to report back to the commission for any necessary action.

**History:** Cr. Register, March, 1980, No. 291, eff. 4-1-80; renum. from PC 5.02, Register, August, 1987, No. 380, eff. 9-1-87; renum. from PC 6.02, Register, May, 1996, No. 485, eff. 6-1-96.

**PC 7.03 Agendas.** Items to be considered by the commission at its regular meetings may be submitted at any time. However, for items to appear on the agenda of the commission meeting, they must be received by the commission no later than 3 working days before a commission meeting. The commission may consider items of special concern without regard to this rule.

**History:** Cr. Register, March, 1980, No. 291, eff. 4-1-80; renum. from PC 5.03 and am., Register, August, 1987, No. 380, eff. 9-1-87; renum. from PC 6.03, Register, May, 1996, No. 485, eff. 6-1-96.

**PC 7.04 Disqualification of commissioners.** If a commissioner is unqualified to render a decision for reasons of conflict of interest or bias, the commissioner shall not participate in the commission's consideration of the case before it. If a party deems a commissioner to be unqualified for reasons of conflict of interest or bias, the party may move for disqualification in the manner set forth in s. PC 5.01 (4).

**History:** Cr. Register, March, 1980, No. 291, eff. 4-1-80; r. and recr., Register, August, 1987, No. 380, eff. 9-1-87; renum. from PC 6.04, Register, May, 1996, No. 485, eff. 6-1-96.

**PC 7.05 Public examination of commission records.** (1) **GENERALLY.** The commission shall make its records available as provided in ss. 19.31 to 19.37, Stats., and shall

render whatever assistance is necessary and appropriate for persons seeking those records.

(2) **LEGAL CUSTODIAN.** For purposes of ss. 19.31 to 19.37, Stats., the legal custodian of the commission's records is the commission which may in turn appoint deputy legal custodians.

(3) **ACCESS TO RECORDS.** Except as otherwise provided by law and except as provided in sub. (4), the records maintained by the commission shall be open to public inspection and copying during regular state office hours.

(4) **EXEMPTED MATERIAL.** The following material may be exempt from disclosure under the provisions of this rule if the commission determines that nondisclosure outweighs the benefits of open access:

(a) Matters ordered sealed in the public interest by the commission;

(b) Matters containing the advice of counsel rendered to the commission members that falls within the lawyer-client privilege defined by s. 905.03, Stats.;

(c) The identity of complainants to the extent provided in subch. II of ch. 111, Stats.;

(d) Matters containing the mental impressions of the commission members with regard to the consideration of cases before the commission, such as draft opinions and memoranda, for a period no longer than 5 years;

(e) Investigatory files and reports, informants' names, and information which would be privileged under ss. 905.09 and 905.10, Stats.; or

(f) Other material specifically exempt by law.

(5) **FEES.** The cost of copies of records shall not exceed the actual, necessary and direct cost to the commission of reproduction and transcription of the record, photographing the record, mailing or shipping the record, and locating the record, except that the commission shall not impose a fee for locating a record unless the cost of location is \$50 or more. The commission may require prepayment of fees if the total amount exceeds \$5.

**History:** Cr. (1) to (3) and (5), (4) renum. from PC 6.04 (5) and am. Register, August, 1987, No. 380, eff. 9-1-87; renum. from PC 6.05, Register, May, 1996, No. 485, eff. 6-1-96.