



January 10, 2024

11:00 AM

Philadelphia City Commissioners  
11311 Roosevelt Boulevard  
Philadelphia, PA 19154

- I. Call to order the meeting of Wednesday, January 10, 2024
- II. Public Comment
  - A. In Person Public Comments
  - B. Report from the Secretary – emailed public comment
- III. New Business
  - A. Rules for the 2024-2028 Term
  - B. Reorganization
    - Chair
    - Vice Chair
    - Secretary
  - C. Bluestein Motion – Stephanie Reid appointed Director of Election Administration and Joseph Lynch appointed Director of Election Operations
  - D. Additional Non-Agenda Items

## Rules Proposal 1

### Proposed Rules City Commissioners 2024-2028

- The Commission shall elect a Chair by majority vote. The term of the Chair shall serve for a term of four years from their election unless agreed otherwise by the unanimous vote of all duly elected Commissioners. The Chair may appoint at their sole discretion a Chief Deputy Commissioner. The Commission shall only have one Chief Deputy Commissioner at a time. In the event of a vacancy in the position of Chair, the Chief Deputy shall continue to manage the Commission's day-to-day operations until a successor to the Chair has been duly elected by the majority vote of the Commissioners. The Chair may delegate to the Chief Deputy Commissioner, the Executive Director of the Board of City Commissioners, or other staff any and all such duties and responsibilities as they deemed necessary to affect the efficient operation of the Commissioners' Office including, budget, management, labor relations, and supervision of the commission and its staff.
- The Chair is exclusively responsible as the Commission's Chief Executive Officer and shall exercise all necessary and proper powers to affect proper purposes of the Commission including the execution of commission policy, budget, management, labor relations, and shall manage all of the day-to-day operations of the Commission including the supervision and discipline of the Commission's civil service and exempt employees. Individual non-Chair Commissioners and their staff shall not interfere with the day-to-day operations of the Commission, or the direction, supervision, discipline or management of commission civil service or exempt staff, but shall refer any commission management questions, recommendations, or requests for the use of commission resources to the Chair.
- The Chair shall be considered "Head" of the city Department of the City Commissioners, department number 73, and shall act as head of the department in all interactions with Philadelphia City Government.
- The Commission may elect a Vice Chair. The Vice Chair is responsible for rendering advice to the Chair on ongoing policy and management issues regarding the Commission.
- The Secretary is responsible maintaining the records of materials presented to the board, maintaining a record of the meeting transcripts, the distribution of agendas to Commissioners prior to each meeting, and the tracking of all motions made at the meetings and their resulting outcomes.
- The Commission's meetings and other public functions shall be conducted by its Chair in conformity with Roberts' Rules of Order and applicable law. It shall be the responsibility of the Chair to prepare and cause to be published, as may be required, agendas for all meetings of the Commissioners and to preserve order and decorum at all meetings. The Chair shall set and enforce the rules for public comment at the meetings.
- The Chair shall schedule and conduct regular meetings for the Board of City Commissioners sitting as the Philadelphia County Board of Elections on Wednesdays. The Chair may call special meetings at their discretion or upon the written request of two non-chair members.
- Deputy Commissioners shall serve as deputies to members of the Board of Elections.
- Any vacancies on a PER shall be filled by the Chair.
- Amendments to these rules shall require a unanimous vote of all Commissioners.

## Rules Proposal 2

### **Motion for Governing Rules for the Office of the City Commissioners for the 2024-2028 Term**

I move that the below rules shall serve as the governing rules for the Office of the City Commissioners and Board of Elections for the 2024-2028 term, effective immediately.

#### General Department Rules

- The Chairperson shall schedule regular meetings of the Board of Elections for a standard day and time for each election cycle. The Chairperson may cancel the regular meetings or call special meetings of the Board of Elections at their discretion and shall schedule special meetings upon the written request of two members for the date and time so requested.
- Each individual Commissioner shall be exclusively responsible for the hiring, salary level (provided the salary is within the allocated funds for the Commissioner's staff)<sup>1</sup>, supervision, discipline, and/or termination of their individual office's staff.
- Deputy Commissioners shall serve as deputies to members of the Board of Elections.
- The Director of Election Administration and Director of Election Operations shall be overseen by and report to the Board of Elections. The Director of Election Administration and Director of Election Operations shall consult regularly with the Deputy Commissioners from each City Commissioner's Office and shall report at Board of Elections meetings on the activity of the Department since the last public meeting.

#### Director of Election Administration

- The Director of Election Administration shall serve as the point of contact between the Department and its various vendors, partners within City Government, partners within State and Federal government, and counterparts in other jurisdictions at the direction of the Board of Elections.
- The Director of Election Administration will manage the day-to-day work of the Administrative program. The Director of Election Administration shall supervise all staff in the Administrative program (excluding the Commissioners and their individual office's staff) directly or through subordinate supervisors.
- The Director of Election Administration will manage the hiring process for exempt employees (excluding the Commissioners and their individual office's staff), in consultation<sup>2</sup> with the Deputy Commissioners from each City Commissioner's Office and the Director of Election Operations, and shall present such proposed hires to the Board of Elections for consideration at a public meeting.

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<sup>1</sup> Effective immediately each of the Commissioner's offices shall be allocated \$330,000. The Vice Chair's office shall be allocated an additional \$20,000. The Chairperson's office shall be allocated an additional \$70,000. (The base allocations are subject to change by citywide COLA increases and/or future budget submissions.)

<sup>2</sup> Consultation shall include both advice and counsel, and the sharing of information.

## Rules Proposal 2

- The Director of Election Administration, in consultation with the Deputy Commissioners from each City Commissioner's Office and the Director of Election Operations, shall oversee the Department's procurement, vendor expenses and contract extensions, and budget submission. The Director of Election Administration shall present a proposed budget submission to the Board of Elections for consideration at a public meeting.
- The Director of Election Administration, in consultation with the Deputy Commissioners from each City Commissioner's Office, shall propose the Department's Right to Know Officer, Chief Integrity Officer, and Language Access Coordinator roles to the Board of Elections for consideration at a public meeting.

### Director of Election Operations

- On behalf of the Board of Elections, the Director of Election Operations will manage the day-to-day work of the County Board of Elections and Voter Registration programs. The Director of Election Operations shall supervise all staff in the County Board of Elections and Voter Registration programs directly or through subordinate supervisors.
- The Director of Election Operations, in consultation with the Deputy Commissioners from each City Commissioner's Office and the Director of Election Administration, will manage promotional exams, interviews, and selections for the Civil Service staff of the Department.
- The Director of Election Operations shall manage the Department's Vehicle Use policies and procedures.