



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 22-345      **Version:** 1      **Name:** Selection of the Vice Chair  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 9/22/2021      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 10/6/2021      **Final action:**  
**Title:** Selection of the Vice Chair

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/6/2021	1	CIVIL SERVICE COMMISSION	approved	Pass

### Selection of the Vice Chair

**Meeting Date:** October 6, 2021

**Contact Person/Dept:** Walter Castillo / Administrative Services

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☐ No ☒      **General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☐

**Public Notification:** (Email) Meetings and Agendas (09/30/21); (Email) All City Staff (09/30/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (09/27/21)

## RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) select, by majority vote, a Vice Chairperson to serve in that capacity until the next reorganization in July 2022 or thereafter.

## BACKGROUND/DISCUSSION

Effective October 4, 2021, the Commission has a vacant seat due to former Vice Chair Danielle Sheppard resigning her appointment. The City Clerk's Office anticipates advertising and recruiting applicants to fill the Commission's vacancy along with any other City Council appointed vacancies.

Until City Council appoints a new Commissioner to fill the vacant Civil Service Commission seat the Commission may continue holding meetings as long as there is a quorum of three members. This item will allow the Commission to select a new Vice Chair to chair Commission meetings if and when the Chair is absent or unavailable.

## **PROCEDURE**

The Secretary to the Civil Service Commission shall preside over the meeting, as a non-voting member, and take nominations for the selection of the new Vice Chair.

## **AUTHORITY**

The authority to appoint and fill a vacant Commission seat is the City Council's role. The Commission has authority to select its own chairperson and Vice Chairperson. As a refresher and information, the authority for this selection process is in the Civil Service Rules and included below for reference.

In accordance with Civil Service Rule 2.3, "The Commission shall select a Chairperson for an annual term beginning each July 1 or thereafter. Such shall be by majority vote of the Commission based on nominations from the Commissioners. The Commission shall not conduct official business unless a quorum (3 members) is present.

The Commission shall decide its own meeting procedure. The Chairperson shall be the presiding officer and ceremonial representative, and may make and vote on each motion. The Commission shall, by resolution, set the time, place, and frequency of regular meetings, and shall make such decision known to the Human Resources Director."

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the discussion of this Agenda item.

## **ATTACHMENTS**

None

## **MOTION**

That the Civil Service Commission:

Select a new Vice Chairperson, by majority vote, to serve until the next reorganization in July 2022 or thereafter.