



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-885      **Version:** 1      **Name:** Oath of Office for New Commission Member  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 3/24/2022      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 4/6/2022      **Final action:**  
**Title:** Administration of the Oath of Office to New Commission Member  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### Administration of the Oath of Office to New Commission Member

**Meeting Date:** April 6, 2022

**Contact Person/Dept:** Steven V. Pham / Human Resources

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

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

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

**Public Notification:** (Email) Meetings and Agendas (04/01/22); (Email) All City Staff (04/01/22)

**Department Approval:** Onyx Jones, Assistant City Manager (04/01/22)

### RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) hear the administration of the oath of office to the Commission and reserve selection of a new Chairperson and Vice Chairperson until the next reorganization in July 2022 or thereafter.

### BACKGROUND/DISCUSSION

As of October 6, 2021, the Commission had a vacant seat due to former member Danielle Sheppard's resignation. The City Clerk's Office advertised and recruited applicants to fill the Commission's vacancy along with other City Council appointed vacancies.

At the February 14, 2022 City Council's regular meeting, Council approved, by majority vote, the appointment of a new Commissioner to fill the vacant Civil Service Commission seat.

## **PROCEDURE**

The Secretary to the Civil Service Commission shall administer the Oath of Office to Appointed Commissioner(s). After administration of the Oath of Office, the new Commissioner(s) shall join the meeting as a participating and voting member.

## **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:

Reserve the selection of a new Chairperson and Vice Chairperson, by majority vote, until the next reorganization in July 2022 or thereafter.