



# City of Culver City

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## Staff Report

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**File #:** 15-902, **Version:** 1

**Item #:** A-1.

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**(1) ADMINISTRATION OF THE OATH OF OFFICE TO APPOINTED COMMISSION MEMBER; AND (2) SELECTION OF THE CHAIR AND VICE CHAIR**

**Contact Person/Dept:** Serena Wright/Human Resources  
**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** ☐

**Public Notification:** (E-mail) Meetings and Agendas (6/29/16); (E-mail) All City Staff (6/29/16)

**Department Approval:** Serena Wright, Human Resources Director (6/14/16)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2017 or thereafter.

### **BACKGROUND**

The Civil Service Rules require the selection, by majority vote of the Commission, a Chairperson and a Vice Chairperson for an annual term effective July 1 or thereafter.

### **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 retiring Commissioner(s) shall leave the dais, the new Commissioner(s) shall take seats on the dais, and select the Chair and Vice Chair.

### **AUTHORITY**

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:

1. Select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2017 or thereafter.