



# City of Culver City

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## Staff Report

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### Administration of the Oath of Office to Appointed Commission Member

**Meeting Date:** March 7, 2018

**Contact Person/Dept:** Serena Wright-Black/Administrative Services

**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 (3/1/18); (E-mail) All City Staff (3/1/18)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (3/1/18)

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### RECOMMENDATION

Staff recommends that the Civil Service 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 2018 or thereafter.

### BACKGROUND

As of September 13, 2017 the Civil Service Commission (Commission) had a vacant seat due to the passing of former Commissioner Vince Motyl. The City Clerk's Office advertised and recruited applicants to fill the Commission's vacancy along with other City Council appointed vacancies.

On February 12, 2018 the City Council (Council) approved, by a majority vote, the appointment of a new Commissioner to fill one 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 take seats on the dais.

**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, 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:

1. Reserve the selection of a new Chairperson and Vice Chairperson, by majority vote, until the next reorganization in July 2018 or thereafter.