



City of Culver City

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Staff Report

File #: 19-1421, **Version:** 1

Item #: A-1

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

Meeting Date: July 3, 2019

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 (6/28/19); (E-mail) All City Staff (6/28/19)

Department Approval: Serena Wright-Black, Assistant City Manager (6/25/19)

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 2020 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 the Reappointed Commissioner. After administration of the Oath of Office, the reappointed Commissioner shall take a seat on the dais. The retiring Commissioner shall be thanked for their years of service and may then leave the dais. The Vice Chair shall then preside over the meeting and take nominations for the selection of a new Chair and Vice Chair. So that the meeting is not interrupted by the changing of chairs, the Commission may retain their current seats for the remainder of the meeting.

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 2020 or thereafter.