



# City of Culver City

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## Staff Report

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**File #:** 21-1083, **Version:** 1

**Item #:** A-1

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**(1) Administration of the Oath of Office to Newly Appointed Commission Member; and (2) Selection of the Chair and Vice Chair**

**Meeting Date:** July 7, 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 (07/01/21); (Email) All City Staff (07/01/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (06/20/21)

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### **RECOMMENDATION**

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

### **BACKGROUND/DISCUSSION**

As of April 30, 2021, the Commission had a vacant seat due to former Chair Michelle Ford resigning her appointment. The City Clerk's Office advertised and recruited applicants to fill the Commission's vacancy along with other City Council appointed vacancies.

On June 14, 2021 City Council appointed a new Commissioner to fill the Civil Service Commission seat.

### **PROCEDURE**

The Secretary to the Civil Service Commission shall administer the Oath of Office to the appointed Commissioner and the new Commissioner shall join the meeting as a participating and voting member. After administration of the Oath of Office, the current Vice Chair shall then preside over the

meeting and take nominations for the selection of the new Chair and 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 Chairperson and Vice Chairperson, by majority vote, to serve until the next reorganization in July 2022 or thereafter.