



## Agenda Submittal

**Agenda #:**  
**Type:** CSC-Document  
**File #:** CSC 20-0003  
**Agenda date:** 1/8/2020  
**Title:** Annual election of the Civil Service Commission President and Vice President.

**Status:** Agenda Ready  
**Department:** Civil Service Commission  
**Contact:** Marc Fox, 784-2552  
**Final action:**

**Governing body:** Civil Service Commission

**District:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### HUMAN RESOURCES' RECOMMENDATION:

Staff has no recommendation.

### SUMMARY:

Civil Service Rule 3.01, Meetings of the Civil Service Commission, paragraph G provides that the Civil Service Commission shall elect one member as President and one member as Vice President during the Commission's first meeting of each calendar year.

### DISCUSSION:

At the January 8, 2013 Civil Service Commission meeting, the Commission adopted the following procedure for the election of the President and Vice President:

The purpose of this policy is to ensure that the procedure for the election of the President and Vice-President of the Civil Service Commission is in accordance with Civil Service Rules Section 3.06. [Staff note: Section citation has been updated; new cite is 3.01G.]

1. At the first regular meeting of the calendar year, a President and Vice President shall be elected by the majority vote of the Commissioners present.
2. The newly elected President shall preside for one year.
3. The newly elected Vice-President shall perform all the duties of the President in his or her absence or inability to act.
4. In the absence of both the President and Vice-President, the Commissioners present shall elect a Chairperson pro tem.
5. After the President and Vice-President have been seated, the remaining Commissioners shall select

their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Commission; however any two Commissioners may change seats at any time by mutual consent.

**ALTERNATIVES:**

The Commission could adopt a different procedure for the election of the President and Vice President and/or adopt a different procedure for selection of seats; however, neither is recommended as the Commission's adopted procedure has continued to work well.

**OTHER AGENCY INVOLVEMENT:**

Not applicable.