CITY OF STOCKTON, CALIFORNIA
CIVIL SERVICE COMMISSION POLICY

Subject:	CSC Policy No.	Page Number
CIVIL SERVICE CHAIR/VICE CHAIR ELECTIONS	12-001	
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I. PURPOSE

To establish procedures to ensure that the five member Civil Service (Commission) elects one of its members Chairperson and one Vice-Chairperson on an annual basis.

II. POLICY

It is the policy of the Commission to elect a Chairperson and a Vice Chairperson annually. The term of office for the Chairperson and Vice Chairperson shall not exceed one year unless the Commission votes otherwise.

III. GUIDELINES

The elected officers shall be chosen by the Commission from among the five (5) members of the Commission and shall consist of a Chairperson and a Vice Chairperson.

IV. PROCEDURE

A. The following officers of the Commission shall be elected by the Commission at the beginning of the first meeting in July by majority vote of the Commission:

   a. Chairperson

   b. Vice Chairperson

B. The term of the Chairperson and the Vice Chairperson shall begin following their elections and their term of office shall continue until their successors have been elected.

C. Chairperson shall perform the following duties as set forth below:

(1) Presides at all meetings of the Commission and such other meetings approved by the Commission, and has authority to call for short recesses during meetings unless a majority of the Commissioners by vote oppose a recess;

(2) Serves as official spokesperson for the Commission;

(3) Appoints such committees and other working groups as prescribed by the Commission;

(4) Designates Commissioners or others to represent the Commission at various meetings, hearings, and conferences; and

(5) Performs such other duties as necessary to carry out the work of the Commission.

D. Vice Chairperson shall perform the following duties as set forth below:

(1) Serves in the absence of the Chairperson.

E. Human Resources Department shall carry out the intent of the above-stated Policy.

Dated: December 20, 2012 CIVIL SERVICE COMMISSION

SUSANNE ST. CLAIR, CHAIR
CITY OF STOCKTON
CIVIL SERVICE COMMISSION

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