

**CITY OF STOCKTON, CALIFORNIA  
CIVIL SERVICE COMMISSION POLICY**

Subject:  <b>CIVIL SERVICE CHAIR/VICE CHAIR ELECTIONS</b>	CSC Policy No.  12-001	Page Number
	Effective Date:  December 20, 2012	Page 1 of 2

**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:

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(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

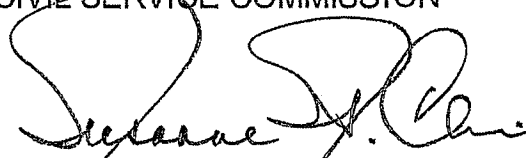
(5) Performs such other duties as necessary to carry out the work of the Commission.

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