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**Title:** Election of Salary Setting Commission Chair and Vice-Chair

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**Attachments:** 1. Commissioner Handbook, Section 2 (portion)

Date	Ver.	Action By	Action	Result
1/8/2019	1	Salary Setting Commission		
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**REPORT TO SALARY SETTING COMMISSION**

**SUBJECT**

Election of Salary Setting Commission Chair and Vice-Chair

**BACKGROUND**

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

**DISCUSSION**

The City Charter requires that commissions elect one of its members to serve as presiding officer by majority vote. There is no Charter requirement that a Vice Chair be elected but many commissions do so to ensure there is continuity in the event the Chair is absent.

The Board and Commission Handbook procedures describe the role of Chair and Vice Chair. (Attachment 1) City commissions generally rotate the position of Chair and Vice Chair each year in July.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**PUBLIC CONTACT**

Public contact was made by posting the Commission agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov)

<mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Staff recommends that the Commission conduct an election for Chair and Vice Chair.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Deanna Santana, City Manager

**ATTACHMENT**

1. City Commissioner Handbook, Section 2 (portion)