

Personnel – Series 4000

4400 The Merit System

4420 The Personnel Commission

4422 Organization of Commission

**4422.2 Officers**

- A. At its first meeting following December 1st of each year, the Commission shall elect one of its members as Chair and another member as Vice-Chair to serve a term of one year or until successors are duly elected.
- B. It shall be the duty of the Chair to preside at all sessions of the Commission; to vote with the same responsibilities as the other members of the Commission; to preserve order, enforce the rules; present the reports of the Director to the Commission; and sign all contracts, agreements and legal documents of the Commission.
- C. It shall be the duty of the Vice-Chair to perform all of the duties of the Chair in the latter's absence, disability, and/or disqualification due to conflict of interest, resignation or death.

Reference:

Education Code Sections 45260-45261 and Government Code Section 1302

Approved:  
Revised:

September 15, 1975  
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