

**WORKPLACE PARTNERSHIP GROUP**  
*Meeting Protocols*

D R A F T  
—Elliott Revisions—

- I. PROCEDURAL RULES. The Chair shall ensure fair and balanced participation by all members. Where necessary and not in conflict with other legal requirements, *Robert's Rules of Order, Newly Revised*, shall be applied to the extent practical.
  
- II. LEADERSHIP.
  - A. CHAIR—
    - 1. SELECTION. The Partnership shall select one of its members to serve as its Chair who shall, when present, officiate over its business meetings and other proceedings. The Chair retains the same rights, duties, and privileges as other members, including the right to introduce business, to speak in debate, and to vote on all matters.
    - 2. DUTIES. It shall be the duty of the Chair to:
      - a. Oversee the preparation of an agenda for each business meeting in conjunction with the lead staff coordinator;
      - b. Convene each business meeting at the appointed time and, in the presence of a quorum, proceed to the matters to be presented;
      - c. Preserve order and ensure a fair and balanced opportunity for all members to contribute meaningfully to the work of the Partnership, which includes (but is not limited to) the ability to propose motions, to engage in discussion or debate, and to express their opinions or positions in an atmosphere defined by collegiality and respect;
      - d. Impartially determine and declare the will of the majority; and
      - e. Perform other duties assigned by the Partnership.
  
  - B. VICE-CHAIR. The Partnership shall select one of its members to serve as its Vice-Chair, who shall officiate over the business meetings and other proceedings in the absence or temporary disability of the Chair. The Vice-Chair retains the same rights, duties, and privileges as other members, including the right to introduce business, to speak in debate, and to vote on all matters.
  
- III. MEMBERS. The Partnership is composed of fifteen (15) members with four (4) alternate members, appointed by the Mayor and City Council.
  - A. Regular Members. The individuals listed below constitute the regular members of the Partnership, and shall have the right to full participation in all proceedings and the right to vote on all proposals, motions, and other matters properly in its possession.

MEMBER NAME	STAKEHOLDER GROUP	APPOINTING AUTHORITY
Susie Brown	Business Association	City Council
Steve Cramer	Business Association	Council President
Faisal A. Mohamud Deri	Employer	City Council
Liz Doyle	Employee Representative	Mayor
Brian K. Elliot	Organized Labor	City Council

Dayna Frank	Employer	City Council
Molly Glasgow	Business Association	City Council
Chelsie Glaubitz Gabiou	Organized Labor	City Council
Ron Harris	Employee Representative	City Council
Tony Lacroix-Dalluhn	Employer	City Council
Guillermo Alexander Lindsay	Employee	City Council
Wade Luneburg	Organized Labor	Council President
Christopher Carl Pennock	Employee	City Council
Jim Rowader	Employer	Mayor
Danny Schwartzman	Employer	Mayor

- B. Alternate Members. The individuals listed below constitute the alternate members of the Partnership, and shall have the right to full participation in all proceedings but shall not have the right to vote on proposals, motions, or other matters except when substituting for one of the regular members **of their stakeholder group** identified in the prior section. Whenever an alternate member will substitute for a regular member, the presiding officer shall first announce the fact of the substitution before any vote or other formal action is taken, and this shall be reflected in the minutes of that meeting.

MEMBER NAME	STAKEHOLDER GROUP	APPOINTING AUTHORITY
Stephanie Gasca	Employee Representative <b>Organized Labor</b>	City Council
Abdirahman Kahin	Employer	City Council
Bruce Nustad	Business Association	City Council
Sarah Webster Norton	Employee/ <b>Employee Representative</b>	City Council

- C. Duties of Members. To ensure an effective group process facilitating fair and balanced input from all stakeholders, the following norms and expectations are established for regular and alternate members of the Partnership. It is the responsibility of all members—
1. To treat each other, staff, and members of the public with courtesy and respect, to practice civility, and to avoid offensive or negative comments and inappropriate behavior;
  2. To be candid with each other about opinions, perspectives, and positions and valuing those expressed by others, to keep comments concise and on-topic, and to frame proposals in ways that focus on issues and not on individuals or personalities;
  3. To value each other's time by starting and ending meetings on time, working from a set agenda, and being present, attentive, and prepared for all meetings, and to assist the presiding officer in maintaining order and a collaborative group environment;
  4. To attempt to build consensus on issues through open and constructive dialogue but, when this is not possible, allowing the majority to decide the issue while allowing the minority to dissent from, protest, or comment upon such issues; and
  5. To set clear, realistic expectations on staff resources and time when requesting action.

- IV. NOTICE. Notice of all business meetings shall be made no less than 48 hours in advance and posted to the public notice bulletin boards at City Hall and to the City's website. Notice may also be posted in other locations deemed convenient to the public, as directed by the Partnership.

- V. QUORUM. Eight (8) regular members of the Partnership shall constitute a quorum. When necessary due to absence, an alternate member may substitute for a regular member **of their stakeholder group** to secure a quorum.
- VI. MEETINGS.
- A. LOCATION. Unless otherwise noticed, business meetings shall be held at City Hall, 350 South Fifth Street, in downtown Minneapolis.
- B. PUBLIC ACCESS. Business meetings shall be open to the public, and accommodations shall be provided to assure the fullest access possible to its proceedings. In the event of a disturbance or conduct disruptive to the proceedings, the presiding officer may remove the individual(s), or may recess the meeting until such time as order may be restored.
- C. BUSINESS MEETINGS. The Partnership shall determine its own schedule of regular business meetings for the purpose of studying, deliberating, and formulating recommendations for policy proposals related to earned sick time and paid time off. The following order of business shall be observed for regular business meetings:
1. Call to Order
  2. Acceptance of Minutes
  3. Public Comment (if accepted)  
The Partnership may provide the opportunity at its business meetings for the acceptance of public comments related to its purpose and, if allowed, may define rules under which such comments will be accepted.
  4. Report from the Chair, if any
  5. Reports from Committees, if any
  6. Unfinished Business
  7. New Business
  8. Adjournment
- D. AGENDAS. An agenda for each business meeting shall be prepared by the lead staff coordinator under the direction of the Chair. The final agenda for each business meeting must be distributed to all Partnership members no less than 24 hours prior to the scheduled start of the business meeting, and copies made available for public access at the same time.
- E. OTHER FORUMS. The Partnership may organize and conduct other forums **in the absence of a quorum** for the purpose of studying matters connected with its purpose, including forums to receive reports from subject-matter experts or to accept public commentary, and similar matters. No forum shall be conducted with less than 24 hours notice.
- VII. COMMITTEES. The Partnership may establish, appoint, and determine the duties of such committees or other subordinate bodies as it deems necessary to the accomplishment of its purpose. To the extent practicable, these rules shall apply to any committees established by the Partnership.
- VIII. VOTING. The Partnership shall formally declare its will or expressed position through a vote that is passed in the affirmative by at least a majority of its members. Except where required by applicable laws or procedural rules, a “majority” is interpreted to mean a majority of members actually in attendance and participating at the time the vote is taken, assuming a quorum. Unless otherwise directed, voting shall be

done by voice vote; however, when necessary or at the request of any member, the presiding officer may order a recorded vote, the results of which shall be recorded in the minutes of the business meeting. Except for substitutions by alternate members, proxy voting is prohibited.

- IX. MINUTES AND FILES. The secretary shall record all actions and decisions taken at each business meeting in the form of action minutes. After approval, the minutes, together with all papers, presentations, and petitions from each business meeting, shall be filed with and made available for public inspection through the Office of City Clerk.
  
- X. FINAL REPORT. The Partnership shall submit its policy recommendations on earned sick time and paid time off, including consideration of regional and cross-jurisdictional implications of such policy recommendations, in a written report addressed to the Mayor and City Council, which shall be adopted by a majority of the entire membership on a recorded vote. The presentation of this final report shall be to the City Council's Committee of the Whole at its regular meeting scheduled for February 24, 2016