

# RULES OF THE MINNEAPOLIS CHARTER COMMISSION

December 7, 2022

## A. General Rules

- 1. Robert's Rules of Order** - Except as otherwise provided by these Rules, meetings of the Commission, its committees, and work groups will be conducted in accordance with Robert's Rules of Order, as most recently revised.
- 2. Suspension or Amendment** – These Rules may be suspended or amended at any meeting of the Commission by an affirmative vote of two thirds of the Commissioners present and voting.
- 3. Staggered Terms** – Commissioners serve terms of four years in accordance with applicable law. Terms will be staggered in accordance with law. The Chair will work with the appointing authority to manage staggering of terms.
- 4.- Acts of the Charter Commission** – Except as otherwise provided by law or these Rules, the Commission acts by approval of a majority of the Commissioners present and voting at a meeting.
- 5. Notice** – Notices to Commissioners may be by any means permitted by law.
- 6. Quorum** - A majority of Commissioners, committee members or work group members, as the case may be, constitutes a quorum. In the absence of a quorum, the body may not take any action requiring a vote but may continue to receive information and conduct discussion.

## B. Meetings

- 1. Regular Meetings** – The Commission will meet in January and at least three other times per year, at the call of, and after 10 days' notice by, the Chair. Meetings will be held at City Hall unless the Commission determines otherwise. The Chair, with the consent of the Vice Chair and Secretary, may cancel a regular meeting and will provide prompt notice of cancellation to the Commission.
- 2. Special Meetings** – Special meetings of the Commission may be called by the Chair or by any five Commissioners. Notice of special meetings must specify the purpose of the meeting and must be provided to Commissioners at least 3 days prior to the meeting. The agenda of a special meeting is limited to the purpose set forth in the notice.

3. **Public Hearings** – Public hearings may be called by the Chair or by the Commission, by notice given in accordance with law. Public hearings may be conducted with or without the presence of a quorum of the Commission.
4. **Attendance** – Attendance may be in person or by any remote means allowed by law.
5. **Absences** – Four unexcused, consecutive absences from Commission meetings constitute grounds for removal from the Commission as provided by law. The Chair may excuse absences for good reason.
6. **Open Meetings** – All meetings of the Commission, its committees and work groups are subject to the Minnesota Open Meeting Law.
7. **Agendas** – The Chair will propose an agenda for every meeting, and will provide the proposed agenda to the Commission as soon as practicable in advance of the meeting. The proposed agenda may be amended by the Commission prior to adoption. Once adopted, a two thirds vote of Commissioners present and voting may amend the agenda.
8. **Speakers** – Members of the public may speak at any regular or special meeting of the Commission if the agenda so provides, and at public hearings. Rules and time limits for public comment may be established by the Chair, subject to amendment by the Commission. The Chair will establish rules regarding speaker self identification by name and neighborhood (or other geographic area as the context requires), subject to amendment by the Commission.
9. **Motions** – Robert’s Rules of Order notwithstanding:
  - a. A motion to table is debatable.
  - b. A motion to rescind or reconsider an action of the Commission is only in order if (i) the time limit for such action has not expired, (ii) such action has not been transmitted to the Council, and (iii) the motion to rescind or reconsider is brought no later than the next regular meeting of the Commission. Any such motion requires a two thirds vote of Commissioners present and voting.

### C. Officers

1. **Positions** – The Commission will have the following officers:
  - a. **Chair** – The Chair presides over Commission meetings and is the spokesperson of the Commission. The Chair may participate in debate and vote on matters before the Commission.
  - b. **Vice Chair** – The Vice Chair performs the duties of the Chair in the Chair’s absence.
  - c. **Secretary** – The Secretary is the recorder for the Commission and performs the duties of the Chair in the absence of the Chair and Vice-Chair.

- d. **Temporary Chair** – The Temporary Chair performs the duties of the Chair in the absence of the Chair, the Vice Chair and Secretary. The Temporary Chair is the most tenured Commissioner then present.
2. **Election and Term** - All officers are elected at the Commission’s first meeting in every calendar year. Except in cases of resignation or removal, all officers serve for a term of one year or until their successors are elected.
3. **Vacancies** – In the event of a vacancy in any office before expiration of the term, the presiding Commissioner will provide notice of such vacancy to the Commission and the vacancy will be filled at the next regular Commission meeting.
4. **Removal** – An officer may be removed from office at any Commission meeting, with or without cause, by a two thirds vote of all Commissioners.

#### **D. Committees and Work Groups**

1. **Amendment Review Committee** – The Commission has a standing amendment review committee. The committee reviews and makes recommendations to the Commission regarding amendments to the Charter proposed by the Commission (other than amendments by ordinance), individual Commissioners and members of the public, which may include a recommendation to hold one or more public hearings with respect to a proposal, a recommendation for further study by a work group, or a recommendation of no further action. The Commission may accept or reject recommendations of the Committee.
2. **Committees Generally** – The Commission may establish other standing committees from time to time. The Commission may dissolve any standing committee.
3. **Work Groups** – The Commission may establish work groups from time to time to consider proposed amendments or perform specific tasks. Work groups will serve at the pleasure of the Commission.
4. **Composition of Committees and Work Groups** – Leaders and members of committees and work groups will be appointed by the Chair from time to time, subject to confirmation by the Commission.

#### **E. Proposed Amendments of the Charter**

1. **Charter Commission Proposed Amendments** – Any amendments proposed by the Commission (other than amendments by ordinance), individual Commissioners or members of the public will be referred to the amendment review committee for its recommendation. After review by the amendment review committee, the Commission may refer a proposed amendment to a work group. The Commission may accept or reject recommendations of the

committee or any work group. Before placing an amendment on the ballot, the Commission will hold at least one public hearing on the proposed amendment, unless two thirds of Commissioners present and voting otherwise agree.

2. **City Council Proposed Amendments** – The Commission will consider any amendments proposed by the Council within the time periods allowed by law. The Commission may, in its discretion, form a work group to study a Council proposed amendment. The Commission may, in its discretion, hold one or more public hearings on a Council proposed amendment.
3. **Voter Petition Proposed Amendments.**
  - a. When a proposed amendment by petition is in excess of 1000 words and a summary has been submitted by the petitioners in accordance with law, the Commission must, within 10 days of submission, at a regular or special meeting called for such purpose, consider the summary submitted by the petitioners and either (i) approve the summary as to form and substance, or (ii) modify the summary so as to comply with applicable law.
  - b. A voter petition is deemed filed when the City Clerk receives it on behalf of the Commission. Voter petitions must be accepted by the Commission and transmitted to the City Clerk, as agent of the Council, within 10 days of submission by the petitioners, at a regular or special meeting of the Commission called for such purpose.
4. **Amendment by Ordinance** – The Commission may, in its discretion, refer any proposed amendment by ordinance to a committee or work group or hold one or more public hearings with respect to the proposed amendment.

## F. Redistricting

1. **Redistricting Rules** – Prior to every decennial redistricting, the Commission must adopt rules for the redistricting process. To the extent not inconsistent with the redistricting rules, these Rules shall apply.