

WEST ST. PAUL CHARTER COMMISSION BYLAWS

I PURPOSE

The purpose and responsibility of the Charter Commission shall be to consider the form of municipal government which best meets the needs of the people and to frame and amend a charter for the City of West Saint Paul in furtherance of those purposes as provided by law.

II MEMBERS

The Commission shall consist of eleven (11) members who shall be qualified voters of the City.

III APPOINTMENTS, TERMS, VACANCIES

- A. Appointments. All appointments shall be made by order of the Chief Judge of Dakota County, or as otherwise provided by law.
- B. Terms. Members of the Commission are appointed for a term of four (4) years years. Members shall hold office until March 1 of their expiring terms or until their successors are appointed.
- C. Vacancies. A vacancy may occur by death, resignation, disability or removal. A member with four (4) or more absences in a year or who fails to perform the duties of office shall be subject to removal by the district court upon certification of the facts to the court by the Commission.
 - 1. When a vacancy occurs, the Commission shall review applications and submit a recommendation to the City Council.
 - 2. Within 45 days, the City Council shall consider the recommendation of the Commission and thereafter notify the Commission of all names upon which there is mutual agreement. Upon receipt of such notice from the City Council, the Commission shall submit the mutually agreeable names to the district court for appointment to the Commission.
 - 3. If the City Council does not agree with a recommended name from the Commission, then the City Council shall notify the Commission in writing of all rejected names.
 - 4. Within two weeks after the City Council has rejected a name, the City Council and the Commission, or a subcommittee of both bodies, shall meet and attempt to jointly agree upon names for appointment to the Commission.
 - 5. If a joint recommendation cannot be made, then the City Council, the Commission, or both may submit the names of eligible nominees for the district court to consider in making appointments to the Commission, as provided by law.

IV OFFICERS

The Commission will elect a chair and vice-chair from among its members for a term of one year. The chair, or in the absence of the chair, the vice-chair, presides at meetings so as to keep them moving as rapidly and efficiently as possible and shall remind members and guests to only address the subject matter on the published agenda.

V DUTIES

The Commission shall have all powers and duties as provided by law.

VI STAFF

The Commission may employ attorneys, consultants, a secretary and other persons as necessary to assist the Commission in its work. Funding of Commission expenses shall be paid as provided by law.

VII MEETINGS

- A. Regular Meetings. The Commission shall meet at least once during each calendar year to hold an annual organizational meeting. Prior to June of every even-numbered year, the Commission shall meet to review the salaries of the Mayor and Council.
- B. Special Meetings. A special meeting may be called by the chair or any three (3) members of the Commission. Notice of any special meeting must be posted at least three (3) days in advance and Commission members shall be provided at least three (3) days' notice of the time, place and purpose of the meeting.
- C. Notice. All meetings of the Commission are open to the public and shall comply with the Open Meeting Law for posting and publishing all meetings. No business shall be considered at a special meeting unless specified in the notice. Notice of all meetings shall be sent to the City Council.
- D. Minutes of Meetings. The Commission shall keep minutes of its meetings. Copies of all minutes, motions and resolutions shall be available to the public upon request, unless such information can be considered nonpublic data pursuant to the Minnesota Data Practices Act.
- E. Quorum. A quorum of six (6) members shall be present to conduct business.
- F. Voting Requirements. There must be an affirmative vote of no less than six (6) members to pass action on matters that would result in a Charter Amendment or to amend the Bylaws. For all other matters, an affirmative vote of no less than four (4) members is required.

VIII RULES OF PROCEDURE

- A. Roberts Rules of Order. The most current edition of Roberts Rules of Order shall govern the Commission so long as they are not inconsistent with these bylaws or any special rules of the Council.
- B. Amendment. These Bylaws may be amended by an affirmative vote of no less than six (6) members, provided that the proposed amendment has been sent to the Commission members at least five (5) days in advance of the meeting.
- C. Temporary Suspension of the Bylaws. In special circumstances, the Commission may suspend a specific rule of the Bylaws by 2/3 vote.

IX ANNUAL REPORTING REQUIREMENTS

On or before December 31 of each year, the Commission shall submit to the chief judge of district court of Dakota County and to the City Clerk an annual report outlining the Commission's activities and accomplishments for the preceding calendar year.