

CITY OF WEST SAINT PAUL CHARTER COMMISSION

BYLAWS

ARTICLE I

NAME

1.00 Name. The name of this organization shall be the West Saint Paul Charter Commission (Commission).

ARTICLE II

PURPOSE

2.00 Purpose. The purpose of this organization 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 (City) in furtherance of those purposes as provided by law.

ARTICLE III

MEMBERSHIP

3.00 Qualifications. The Commission shall be composed of eleven (11) qualified voters of the City who have been appointed as provided by law.

3.01 Voting Rights. Each member of the Commission in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

3.02 Removal. Any member who fails to perform the duties of his office and has failed to attend four consecutive meetings without being excused by the Chairperson or the Commission shall be subject to removal by order of the chief judge of the district court of Dakota County upon certification of such facts to the court by the Commission.

3.03 Term. Charter Commission members shall hold office for a term of four years, and until their successors are appointed and qualify. Terms shall begin on March 1 and expire on the last day of February.

ARTICLE IV MEETINGS

4.00 Regular Meetings. Regular meetings of the Commission shall be held at the City Hall. An annual organizational meeting shall be held between July and December of each year. All meetings of the Commission and any of its committees shall be open to the public.

4.01 Special Meetings. A special meeting of the Commission may be called for any purpose by the chairperson and must be called by the chairperson or any of the officers upon written request by any three or more members. Special meetings shall be held at the City Hall or such other public place as the Commission shall designate.

4.02 Quorum and Vote Requirements. (1) A quorum of six (6) members must be present to conduct business; (2) there must be an affirmative vote of no less than six (6) members to pass action on matters that would result in an amendment to the Charter, or remove an incumbent officer or adopt or amend bylaws; (3) there must be a majority vote of the quorum to pass any action not covered in items (1) and (2) herein; and (4) there must be an affirmative vote of no less than six (6) members to rescind action previously taken on matters that would result in an amendment to the Charter.

4.03 Adjourned Meetings. In the absence of a quorum, any meeting may be adjourned from time to time. If any meeting of the Commission is adjourned by reason thereof to another time or place, not less than two (2) days written notice of such adjourned meeting shall be given to all members.

4.04 Conduct of Meeting. In all matters not covered in Section 4.02 above, Robert's Rules of Order shall govern the conduct of Commission meetings.

4.05 Notice of Meetings. Written notice of any special meeting stating the time, place and the purpose shall be mailed at least eight (8) days prior to the meeting to each member of the Commission at the member's address shown on the records of the Commission. Notice of the time, place and purpose of any special meeting may be waived orally or in writing by any member. Such waiver may be given before or after the meeting and shall be filed with the secretary and entered on the records of the meeting. By attending the meeting and taking part therein without noting objection at the beginning of the meeting, a member shall be deemed to have waived objection to the notice.

4.06 Telephone Notice. Telephone calls reminding members of regular or special meetings are solely for convenience of members and failure of a member to receive a telephone call shall not be a valid excuse for an absence from a properly called meeting.

4.07 Statutory Meetings. Notwithstanding any provision of these bylaws to the contrary, the Commission shall be convened upon presentation of a petition signed by at least ten percent (10%) of the number of voters of the city as shown by the returns of the last annual municipal election or upon resolution approved by a majority of the governing body of the City requesting the Commission to convene.

4.08 Agenda. Unless the Commission shall otherwise determine, the agenda of the Commission meetings, except for special meetings, shall be as follows:

1. Commission administrative matters; i.e. approval of minutes, appointment of committees and committee chairperson, etc.
2. Reports from committees.

3. Introduction of proposed amendments.

4. Other business.

4.09 Distribution of Documents. The agenda and the minutes of each meeting shall be mailed or delivered to each member at least two (2) days in advance of the next scheduled meeting of the Commission and shall also be mailed to the City designated official newspaper.

ARTICLE V

OFFICERS

5.00 Officers. The officers of the Commission shall be a chairperson, a vice chairperson and a secretary.

5.01 Term. Officers shall be elected by the members annually at an organizational meeting held between July and December. The term of office of each officer shall be until the next regular election meeting of the succeeding year and until the election of a successor. An officer may be elected to successive terms without limitation.

5.02 Duties. The chairperson shall preside at meetings of the Commission, see that all orders and resolutions of the Commission are carried into effect, prepare and file the Commission's annual report and perform other duties prescribed by the Commission. The vice chairperson shall preside at the meetings in the absence of the chairperson. The secretary shall oversee keeping of the minutes of meetings and distribution of documents and minutes of meetings as provided in Section 4.09.

5.03 Resignation. Any officer may resign his office at any time. Such resignation shall be made in writing, submitted to the Chairperson and shall take effect upon such submission.

5.04 Removal. Any officer may be removed without any reason upon the affirmative vote of six (6) members.

**ARTICLE VI
COMMITTEES**

6.00 Committees. The Commission may establish such committees as it deems necessary to discharge its duties. The chairperson shall appoint the membership of such committees from members of the Commission and may, with the approval of the members, appoint nonmembers to such committees. The chairperson may designate as chairperson one of the committee members who is also a member of the Commission. A committee so designated shall report its recommendations to the Commission which may either accept, reject or modify said recommendations.

**ARTICLE VII
ATTORNEYS AND CONSULTANTS**

7.00 Employment. 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 taken care of as provided by law.

**ARTICLE VIII
REPORTING REQUIREMENTS**

8.00 Annual Reports. The chairperson shall submit to the chief judge of the district court of Dakota County and to the Clerk of the City on or before December 31 of each year an annual report outlining the Commission's activities and accomplishments for the current calendar year. The annual report shall be mailed to the members fifteen (15) days prior to filing the report with the court.

8.01 Committee Reports. The reports of any committee shall be presented to the Commission prior to public dissemination.

ARTICLE IX
COMMISSION YEAR

9.00 Commission Year. The Commission year will commence January 1 and terminate December 31 of each year.

ARTICLE X
ADOPTION AND AMENDMENTS

10.00 Adoption and Amendments. The Commission may make, amend or repeal bylaws at any regular or special meeting of the Commission, provided, however, that after adoption of initial bylaws the text of any proposed amendment thereof shall be sent to members not less than eight (8) days in advance of the meeting at which action thereon is to be taken.

Section 5.01 Amended 2/13/97
Sections 4.00 and 5.01 Amended 5/18/99
Section 3.00 Amended 10/14/04
Section 3.00 Amended 2/3/05
Section 4.02 and 5.04 Amended 3/12/08
Section 3.00, 4.02 and 5.04 Amended 5/3/12
Section 3.03 added 12/1/15