

# **MOORHEAD CHARTER COMMISSION**

## **BYLAWS**

**April 18, 2006**

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I. **Name-** The name of this organization shall be the Moorhead Charter Commission (herein after referred to as “Commission”)

II. **Purpose-** The purpose of this organization is to periodically review the existing Charter, consider proposed changes, make recommendations to the City Council and/or the electorate and to safeguard the concept of home rule under the existing charter and state statutes.

**III. Membership**

A. The Commission shall have 13 members, duly appointed and certified by the District Court.

B. Qualifications for membership require that the individual be a qualified voter in Moorhead.

C. The terms of a commissioner shall be four years and a commissioner shall serve only two consecutive terms, excluding filling an unexpired term.

D. The duties and responsibilities of a commissioner shall continue, beyond the normal term if necessary, until a replacement is duly appointed and certified by the court.

E. If the district court fails to appoint new commission members within the specified time period, then the City Council may appoint new members. [Mn Statute 410.05 subd. 2]

F. All members shall be expected to attend all meetings but in the event of absence shall inform the Office of the City Clerk. When any member is absent for four consecutive meetings without being excused by the Commission the secretary of the Commission shall file a certificate with the court, setting forth those facts and the district court shall thereupon make its order of removal and the chief judge shall fill the vacancy created thereby

G. Whenever there are vacancies on the Commission the City Council shall submit names of eligible nominees to the district court for consideration in making appointments

**IV. Meetings of the Commission.**

A. Meetings shall be held at such times as set by the chairperson with the advice and consent of the majority of the members.

B. An Annual Meeting shall be held each February. At this annual meeting the Commission shall elect officers and set meetings for the year.

- C. A special meeting may be called by the chair or any four Commission members may petition the chair to call a special meeting, or as required in MN Statutes 410.05, Subd. 4.
- D. All meetings of the Commission shall comply with the Minnesota open meeting law.
- E. Notice of a meeting shall state the time, date, place, and agenda for a regular meeting or the business to be conducted at a special meeting and should be sent to members seven days before the stated date.
- F. Quorum- A majority of the actual membership of the commission shall constitute a quorum to do business.
- G. Order of Business

The Commission shall use the following order of business at its meetings:

1. Call to order
2. Roll call.
3. Approval of minutes
4. Reports of the chair, officers, commissioners and committees
5. Public Comment
6. Unfinished business
7. New business
8. Adjournment

## **V. Officers**

### **A. Election of Officers**

1. The officers of this organization shall consist of a chair, a vice chair and a secretary
2. The officers shall be elected for one-year terms at the Annual Meeting in February. No officer shall serve more than two consecutive terms, excluding filling an unexpired term

3. All officers shall begin their terms at the Annual Meeting.

B. Duties of Officers

1. Chair

- a. call all regular and special meetings
- b. determine meeting agendas
- c. preside at all meetings
- d. appoint all committees
- e. implement the decisions of the Commission
- f. The chair has the right to participate in all Commission decisions with a vote.

2. The Vice chair shall preside in the absence of the chair

3. Secretary

- a. responsible for Commission records, minutes, and correspondence
- b. supervises and directs administrative assistant
- c. on or before Dec. 31 of each year submits to the Chief Judge of the district court, the City Clerk and Commissioners, the Commission's Annual Report as approved by the Commission after its presentation by the chair.

4. Duties of administrative assistant

- a. notifies City Clerk of future meetings, arranges for meeting room and sends notices of meetings
- b. attends all Commission and sub committee meetings
- c. types, copies, and mails all minutes, agendas, letters, ordinances and annual reports
- d. updates membership roster, mailing list, roll call list, membership files and related documents and updates web site

e. provides new members with commission bylaws and other material.

f. Facilitates communication between the Commission, City Council, City Hall personnel, city attorney and District Court

C. Officer Vacancies. If an office is vacated an election to fill the vacancy shall be held at the first meeting following the vacancy.

VI. **Committees.** Committees of this organization will be established and appointed by the chair who shall designate a chair for each committee

VII. **Voting.** All decisions of this organization shall be made by a majority of those present and voting except those decisions provided for elsewhere.

VIII. **Parliamentary Authority.** The authority for the conduct of Commission meetings shall be the latest revised Robert's Rules of Order.

IX. **Amendment.** These bylaws can be amended at any meeting of the Commission by 2/3 vote of those present, provided that the amendment has been submitted in writing to the members as least two weeks prior to the adoption of the amendment.