

1. MEETINGS

Robert's Rules of Order shall be used as a general reference in the conduct of Charter Commission meetings. Upon motion passed by the Charter Commission, the rules may be specifically invoked to address a specific topic, or for a specific period of time.

2. QUORUM

A quorum shall be defined as a majority of all members entitled to vote. An affirmative vote of a majority of all members entitled to vote shall be required to pass any motion brought by the Charter Commission.

3. ANNUAL MEETING

The annual meeting shall be the first meeting of each calendar year. Charter Commission officers shall be elected at each annual meeting, to serve for a term of one year. At each annual meeting, the Commission shall determine the Charter Commission meeting dates and times for the coming year. The annual meeting shall include a review of Charter Commission activities in the previous year.

4. MEMBER ABSENCE FROM MEETING

In the event that a Charter Commission member expects to be absent from a meeting of the Charter Commission, the member shall notify the chair prior to the meeting. At the meeting where the member is absent, the Charter Commission shall determine by simple majority whether or not that absence is considered excused. In the event that a member has three consecutive unexcused absences, the chair shall notify the member that one additional consecutive unexcused absence will result in the removal of the member from the Charter Commission. As per Minn. Stat. §410.05 Subd. 2 when any member has failed to perform the duties of office and has failed to attend four consecutive unexcused meetings, the secretary shall file a certificate with the Chief Judge of the district court setting forth those facts, which will result in the removal of the member from the Charter Commission.

5. DUTIES OF OFFICERS**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. Participate in all commission decisions with a vote.
- G. The chair shall be the only authorized spokesperson to respond to the media on behalf of the Charter Commission.
- H. Notify the City Clerk of future meetings and submit to the Clerk agendas for each meeting and arrange for a meeting room.
- I. Provide new members with the Charter, applicable statutes, the city ethics code, Charter Commission policies, and other materials.
- J. Facilitate communication between the Commission, the City Council, city personnel, the city attorney, and the district court.
- K. Prepare and submit the annual report to the Charter Commission for approval and deliver the approved annual report of the Charter Commission to the Chief Judge of the district and the City Clerk.
- L. Appoint a substitute secretary in the event of the secretary's absence.

VICE CHAIR

The vice chair shall preside in the absence of the chair and assume all duties and responsibilities of the chair.

SECRETARY

- A. Coordinate with City staff on the creation of Charter Commission records, minutes, correspondence, charter amendments, and other documentation.
- B. Review and approve official meeting minutes prior to distribution.
- C. Attend all Charter Commission meetings.

- D. . Oversee the accuracy and maintenance of the Charter Commission's membership roster, and related records. Ensure updates to public-facing information, such as the website, are completed by staff.

6. ELECTION AND TERMS OF OFFICERS

The term of office for the chair, vice chair, and secretary of the Charter Commission shall be one year. Elections for each office shall be held during the first meeting of the Charter Commission in each calendar year.

7. NORTHFIELD CHARTER COMMISSION RESOLUTION REGARDING CONSIDERATION BY THE CITY COUNCIL OF PROPOSED NEW AND AMENDED CHARTER PROVISIONS

Be It Resolved that the Northfield Charter Commission strongly recommends that the Northfield City Council adopt as a rule of business policy the following language regarding City Council action on all proposed new Northfield charter provisions and all proposed amendments to the Northfield charter provisions.

1. That consideration by the City Council of all such proposed new provisions and amendments shall be placed on the regular City Council agenda, and not the consent agenda.
2. That whereas section 2.4 of the Northfield charter requires that approval by City Council of the proposed new provisions and all proposed amendments to the Northfield charter requires a unanimous vote of the full City Council; now therefore every vote by the City Council on a proposed new or amended Charter provision shall be by roll call vote.

8. CITIZEN COMMENT AT CHARTER COMMISSION MEETINGS

The agenda for each regular meeting of the Charter Commission shall include a segment for citizen comment. Unless modified by consent of the Charter Commission, the citizen comment segment shall occur prior to consideration of old and new business on the agenda.

CHARTER COMMISSION POLICIES**CHARTER COMMISSION****Enabling Legislation:** Motion**Date Adopted:** 11/09/23**Revised:**

Each citizen requesting to be heard shall identify himself or herself by full name and current address. Each citizen requesting to be heard shall be allowed to address the Charter Commission one time per meeting for a maximum of three minutes. Any member of the Charter Commission may question the citizen on the issue raised by the citizen. The three-minute time limit shall be extended to allow for the member's question and the citizen's response.

All citizen comments shall be subject to the rules of decorum and conduct established by the Charter Commission.

9. CHARTER COMMISSION TECHNICAL ADVISOR

The Charter Commission may designate a City of Northfield staff person to act as a technical advisor to the Charter Commission, with consent of the staff person so designated. The Charter Commission may request assistance to complete tasks in furtherance of the business of the Charter Commission. The duties of the technical advisor shall include the following:

- A. Preparing for meetings by reserving meeting rooms, setting up meeting rooms as needed and coordinating with Communications/IT regarding AV needs.
- B. Editing meeting videos, if applicable (or delegating the responsibility to another city staff member).
- C. Providing technical expertise and/or ensuring other members are brought in when needed.
- D. Provide statistical information to the Charter Commission regarding viewership of the Charter Commission meetings.
- E. Present staff reports at meetings and provide background information for other agenda items when requested by the chair.