

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. Responsible for Charter Commission records, minutes, and correspondence.
- B. Attend all Charter Commission meetings.
- C. Type, copy, and mail all minutes, letters, and proposed charter amendments and proposed ordinances passed by the Commission.
- D. Update membership roster, mailing list, roll call list, membership files and related documents and updates to the website.



CHARTER COMMISSION POLICIES

CHARTER COMMISSION

Enabling Legislation: Motion

Date Adopted: 11/09/23

Revised: 07/09/26

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. PUBLIC COMMENT AT CHARTER COMMISSION MEETINGS

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

Each individual requesting to be heard shall provide their full name. Each individual 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 individual on the issue

raised. The three-minute time limit shall be extended to allow for the member's question and the individual's response.

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

All comments received during the Open Public Comment portion of the meeting will be reviewed by the Charter Commission or referred to relevant City staff, as deemed necessary.

- Public comments that do not require Charter Commission action will be acknowledged, with no further action taken, or referred to City staff for follow-up action, as determined by the Chair
- Public comments related to potential Charter amendments or other matters within the purview of the Charter Commission shall be placed on the next Charter Commission meeting agenda for consideration.
 - If the suggestion receives a motion and majority support of the Charter Commission members present, the item will be taken up for future consideration.
 - If the suggestion does not receive a motion or does not receive majority support from the members present, no further action will be taken.

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.



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- 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.