

Add new section to the Charter.

Section 14.7 - Appointment of Members to the Hospital Board

The hospital board shall make recommendations to the city council to fill vacancies on the hospital board due to term expiration, by September 30th of each year, or at any time there is a vacancy on the hospital board by submitting the proposed recommendations to the city clerk with copies to all city council members. The recommendations shall include the name, qualifications and any other relevant information and shall be mailed by first class mail to the city clerk and city council. The recommendations shall become effective 30 days after mailing to the city clerk (the date of the post mark shall commence the 30 days), unless the city council provides written reasons for the rejection within 30 days of the date of mailing of the recommendations. The mayor may recommend, subject to confirmation by a majority vote of the city council, two ex-officio members to serve on the hospital board without approval of the hospital board.

Delete the following sentence from Section 14.2. - Hospital Board of the City Charter

“The appointments to the Board shall be made by the mayor, subject to confirmation by a majority vote of the city council.”

SUMMARY OF ORGANIZATIONAL CHARTER SECTIONS AND STATUTES

AUTHORIZATION: City Charters are authorized by Minnesota Statute 410.04 which states: Any city in the state may frame a city charter for its own government . **The city council is charged with the duty by ordinance to make such regulations as may be necessary to carry out and make effective the provisions of the Charter.** (Charter, Section 15.11)

Whether or not a charter city has a charter commission is left to the discretion of the chief judge of the judicial district in which the city is situated. However, the chief judge is required to appoint a charter commission if there is a petition signed by at least ten percent of the voters in the city, or if there is a resolution of the governing body of the city requesting that a charter commission be appointed. (Minn.Stat. §410.05 subd. 1)

CHARTER COMMISSION FORMATION: A charter commission is required by statute to have at least seven but not more than 15 members. The Northfield Charter has established its membership at seven members (Charter Section 2.3) Charter commission members may hold any other elective or appointed office, other than judicial, unless the prohibited by the charter. (Minn.Stat. 410.05 Subd. 1)

APPOINTMENT OF CHARTER COMMISSION MEMBERS: **The term of office of a charter commission member is set at four years by statute.** The chief judge is responsible to appoint new members to the commission. The chief judge must appoint a new member within 30 days of a vacancy occurring. However, the judge upon request can extend the time by an additional 60 days. If the chief judge fails to make an appointment within the allotted time, the city council must appoint the new member. (Minn.Stat. 410.05 Subd. 2)

Any registered voter of the city may submit an application for appointment to the Charter Commission. **Names of eligible nominees to the charter commission may be submitted to the court by the charter commission or the city council.** (Minn.Stat. 410.05 Subd. 3). The chairperson of the Charter Commission is charged with overseeing the process for receiving, verifying eligibility, and forwarding applications of qualified applicants to the Chief Judge, who then makes the appointments (Charter Section 2.3)

Members who are appointed must file a written acceptance and oath of office with the court administrator within 30 days of their appointment.

CHARTER COMMISSION ANNUAL REPORT: The charter commission must submit an annual report to the chief judge outlining its activities and accomplishments on or before December 31 of each year. . (Minn.Stat. 410.05 Subd. 2)

REMOVAL OF CHARTER COMMISSION MEMBERS: The statute dictates that when any member has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the commission, the secretary of the charter commission must file with the court a certificate documenting these facts, and the court must then make its order or removal of the member. . (Minn.Stat. 410.05 Subd. 2)

The Northfield Charter Commission has adopted a policy whereby, when possible, a member who expects to be absent should notify the Charter Commission Chairman prior to the commission meeting. At the meeting following the member's absence, the commission will act on whether the member's absence is excused.

CHARTER COMMISSION MEETINGS: The charter commission is required to meet only once per year. However, **the Northfield Charter Commission meets six times per year, every other month, commencing with the month of January.** The commission currently meets on the second Thursday of the month.

CHARTER MEMBER COMPENSATION; COMMISSION BUDGET: By statute, charter commission members shall not receive compensation. **The commission may employ an attorney for the purpose of amending or revising the charter.** The city must pay for the expense of the attorney, subject to a limit of \$1,500.00, which amount can be increased by the city council. (Minn. Stat. 410.06)

CHARTER POWERS: Includes the power to prescribe methods of procedure in respect to the operation of the government and the duties thereunder of all courts and officers of the district and county in which the is situated. Also includes the power to authorize the city to acquire, by gift, devise, purchase, or condemnation any property, within or without its boundaries, needed for the full discharge of any public function which it is permitted to exercise. (Minn.Stat. 410.07)

AMENDMENTS TO THE CHARTER:

1. The Charter may be amended in a city election, pursuant to **petition signed by 5% of the voters** in the previous general election. The proposed amendment must be submitted at least 17 weeks before the general election. (Minn.Stat. 410.12 subd.1; Charter section 2.4)

2. The City Council may also propose amendments to the voters by ordinance. The proposed ordinance must be submitted to the Charter Commission. The Charter Commission must then accept or reject the proposed amendment, or suggest a substitute amendment. The city council may then submit to the voters the original proposed ordinance, or an ordinance amended as per the recommendation of the charter commission. (Minn.Stat. 410.12 Subd. 5; Charter Section 2.4)

3. The city council may enact an **amendment to the charter by ordinance upon recommendation of the charter commission**. The city must hold a public hearing on the proposed amendment. **The amendment is enacted only upon affirmative vote of all members of the city council and approval of the mayor.** (Minn. Stat. 410.12 Subd. 7; Charter Section 2.4)