

RULES OF PROCEDURE  
for the  
BLOOMINGTON CHARTER COMMISSION

SECTION I. Meetings of the Commission

(a) Time. The Commission shall hold regular meetings on the first Thursday of the month at 7:00 p.m. provided, however, that when the day fixed for any regular meeting falls on a legal holiday, the meeting shall be held on the next succeeding business day, unless otherwise designated. It is intended that a regular meeting shall occur only if the Commission has business to conduct.

(b) Place. Unless another place is designated in advance by the Commission, all regular meetings of the Commission for the purpose of taking official action shall be held in the Commission Meeting Room of City Hall, and shall be open to the public and to the press.

(c) The Chairperson or any five members of the Commission may call special meetings of the Commission upon at least ten days notice to each member of the Commission and such notice shall be posted at the City Hall for a like period. The call for the meeting shall state the agenda.

(d) Termination of membership. The termination of a Commission member is governed by Minnesota State Law. However, these rules shall serve to guide this Commission in the manner of procedure of termination.

If any one of the following events occurs, the Commission Secretary, at the direction of the Commission Chairperson, shall submit a written certification of sufficient facts immediately to the Chief Judge of the Hennepin County District Court:

1. Resignation of a member.
2. A member has ceased to be a resident voter of the City of Bloomington.
3. Upon recommendation of the majority of the full Commission, a member has failed to perform any of her/his duties as a Commission member.
4. If a member has missed two consecutive meetings of the Commission without being excused by the Commission, or three consecutive meetings with excuse. For this purpose, the Chairperson shall report at each meeting the name/s of the member/s from whom and when a notice was received prior to the meeting. Contact may be made through the Chair, Vice Chair, or Secretary.

SECTION II. Organizational Meeting

The Commission shall hold an organizational meeting at its May meeting each year in order to:

- (a) Review program of work
- (b) Prepare annual report
- (c) Elect a Chairperson
- (d) Elect a Vice Chairperson
- (e) Appoint a Recording Secretary
- (f) Appoint an Attorney

If there is a contest for any office, election shall be by secret ballot.

SECTION III. Agenda

The Commission, at its regular meeting, shall write an agenda for its next regular meeting. Matters not on the agenda may be considered with a 75% vote of all members present and voting. **The agenda, reports and other information shall be forwarded to the members of the Commission ten days** in advance of the regular or special meeting. Copies of the agenda shall be sent to the local news media.

#### SECTION IV. The Presiding Officer and Duties

The presiding officer of the Commission shall be the Chairperson. The Chairperson shall preserve strict order and decorum at all regular and special meetings of the Commission. She/he shall state every question coming before the Commission, announce the decision of the Commission on all subjects and decide all questions of order, subject, however, to an appeal to the Commission in which event a majority vote of the Commission shall govern and conclusively determine such questions of order. The Chairperson may vote on all questions or resolutions or contracts. The Chairperson shall sign all documents adopted by the Commission during her/his presence. In the event of the absence of the Chairperson, the Vice Chairperson shall sign all documents, resolutions, or contracts as then adopted.

#### SECTION V. Call to Order - Presiding Officer

The Chairperson, or in her/his absence, the Vice Chairperson, shall take the chair precisely at the hour appointed for the meeting, and call the Commission to order. In the absence of either the Chairperson or Vice Chairperson, the Recording Secretary shall call the meetings to order, and a temporary chairperson shall be elected. Upon the arrival of the Chairperson or Vice Chairperson, the temporary chairperson shall relinquish the chair, upon the conclusion of the business immediately before the Commission.

#### SECTION VI. Roll Call

**Before proceeding with the business of the Commission, the Secretary shall call the roll of the members and the names of those present shall be entered in the minutes.**

#### SECTION VII. Quorum

Eight members of the Commission shall constitute a quorum at any regular or special meeting of the Commission but a smaller number may adjourn from time to time.

#### SECTION VIII. Order of Business

All official meetings of the Commission shall be open to the public and the press. The order of business shall be as follows:

1. Call to order
2. Roll Call
3. Approve minutes
4. Unfinished business
5. New business
6. Hearings and resolutions
7. Communications
8. Other business
9. Election of officers and appointments
10. Agenda for the next meeting
11. Adjournment

Each officer shall assume the duties of the office immediately upon election or appointment.

SECTION IX. Minutes

(a) The Recording Secretary of the Commission shall keep the record of all meetings.

**(b) A rough draft of the minutes shall be sent to the Chairperson and Vice Chairperson within two weeks after the meeting.**

(c) The corrected rough draft must be returned to the Secretary within one week or it will be considered approved for mailing.

**(d) The minutes shall be mailed to all members two weeks later or within five weeks of the meeting.**

SECTION X. Debate Rules

(a) Presiding officer may debate and vote, etc. The Chairperson or any other member of the Commission that may be presiding, may move, second, and debate from the chair, subject only to such limitations as are imposed on all members and shall not be deprived of any of the rights and privileges of a Commission member by reason of her/his acting as the presiding officer.

(b) Getting the floor. Every member desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine herself/himself to the question under debate. All members must be recognized in the order that they request recognition. There shall be no limit to the number of times a member can speak.

(c) Interruptions. A member, once recognized, shall not be interrupted when speaking, unless it is to call the speaker to order or as herein otherwise provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and if in order, the member shall be permitted to proceed.

(d) Remarks of a Commission member - when entered in minutes. A member may request, through the Chair, the privilege of having an abstract of her/his statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents, such statements shall be entered in the minutes.

(e) Synopsis of debate - when entered in the minutes. The Secretary may be directed by the Chairperson, with the consent of the Commission, to enter in the minutes a synopsis of the discussion on any question coming regularly before the Commission.

SECTION XI. Addressing the Commission

Any person desiring to address the Commission shall first secure the permission of the presiding officer.

(a) Written communications. Interested parties or their authorized representatives may address the Commission by written communications in regard to matters then under discussion.

(b) Oral communications. Interested parties or their authorized legal representatives may address the Commission by oral communications on any matter concerning the Commission's business, or any matter over which the Commission has control; provided, however, that preference shall be given to those persons who may have notified the Chairperson or the Recording Secretary in advance of their desire to speak in order that they may appear on the agenda.

(c) Reading of protests, etc. Interested persons or their authorized representatives may address the Commission by reading of protests, petitions or communications relating to matters then under consideration.

(d) Submission. Consistent with the laws of the State of Minnesota relative to the conduct of Charter Commissions that submission to the Commission shall be deemed to have occurred when a document or petition is delivered to a meeting of the Charter Commission and presented to a member in attendance during the course of a duly called regular or special meeting, or delivered to the Chairperson or Vice Chairperson of the Commission, or mailed by first class mail to the Recording Secretary of the Charter Commission in care of the City Hall.

(e) Filing. Consistent with the laws of the State of Minnesota relative to the conduct of Charter Commissions that filing with the Charter Commission shall be deemed to have occurred when a document or petition is delivered to a meeting of the Charter Commission and presented to a member in attendance during the course of a duly called regular or special meeting, or delivered to the Chairperson or Vice Chairperson of the Commission, or mailed by first class mail to the Recording Secretary of the Charter Commission in care of the City Hall.

## SECTION XII. Addressing the Commission After Motion Made

After a motion is made by the Commission, no person shall address the Commission without first securing the permission of a majority of the Commission to do so.

## SECTION XIII. Manner of Addressing Commission - Time Limit

Each person addressing the Commission shall step forward, shall give his name and address in an audible tone of voice for the records, and unless further time is granted by the Commission, shall limit his address to three minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the presiding officer.

## SECTION XIV. Silence Constitutes Affirmative Vote

Unless a member of the Commission states that he or she is not voting, his or her silence shall be recorded as an affirmative vote.

## SECTION XV. Decorum - By Commission Members

While the Commission is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

## SECTION XVI. Special Committees

All special Commission committees shall be appointed by the presiding officer, unless otherwise directed by the Commission.

## SECTION XVII. Members May File Protests Against Commission Action

Any member shall have the right to have the reasons for his dissent from, or protest against, any action of the Commission entered in the minutes.

SECTION XVIII. Resolutions

1. Resolutions and other matters or subjects requiring action by the Commission must be introduced and sponsored by a member of the Commission.

2. No resolution shall relate to more than one subject.

SECTION XIX. Reports and Resolutions to be Filed with Recording Secretary

All reports and resolutions or a copy shall be filed with the Recording Secretary of the Commission and entered with the minutes.

SECTION XX. Waiver

By unanimous consent of all Commission members present, these rules may be waived.

SECTION XXI. Adjournment

A motion to adjourn shall always be in order and decided without debate.

SECTION XXII. Matters Not Specifically Covered

Robert's Rules of Order Newly Revised shall be accepted as an authority on parliamentary practice on matters not specifically covered.

Adopted April 29, 1970

Revised March 27, 1973 (Sec. Ia & b; Sec. III) (Sec. X - added d and e)

Revised April 10, 1975 (Sec. Ia; Sec. I - added d)

Revised March 28, 1985

Revised March 27, 1986

Revised March 20, 1997 (Sec. I(a) and Sec. II)