

RULES OF PROCEDURE

Adopted April 11, 2017

Revised March 11, 2020

The following rules of procedure are adopted by the Sustainability Commission to establish a code of conduct and provide a set of operating procedures in furtherance of its duties and responsibilities as a commission created by the City Council under Chapter II, Section 2.02, of the Home Rule Charter of the City of Bloomington, Minnesota, and Section 2.70 of Bloomington City Code.

Section 1. MEETINGS

- 1.1 Time and Day.** All meetings of the Commission shall be held the third Tuesday of each month starting at 6pm unless otherwise established by majority vote of the Commission. When the meeting day falls on a legal holiday, there shall be no Sustainability Commission meeting, unless otherwise voted.
- 1.2 Special Meetings.** Special meetings may be called by the Chair or six members of the Commission. Notice shall be given to each commissioner at least seven days before the special meeting. In the event of an exigency, the Chair may call special meetings as are necessary, provided that reasonable efforts are used to provide notice to all members.
- 1.3 Place.** Unless circumstances dictate otherwise, meetings shall be held in the Bloomington Public Works Facility, 1700 W 98th St, Minneapolis, MN 55431 unless otherwise indicated. Special meetings shall be held at such places as shall be convenient to the matters under consideration at the meeting.
- 1.4 Public.** All meetings, records and minutes shall be open to the public.
- 1.5 Quorum.** In order for any meeting to be called to order, a quorum of members must be present. A quorum is a majority of the members.
 - a.** Whenever a quorum is not present, those present may adjourn the meeting or hold the meeting for the purpose of hearing interested parties on such matters as are on the agenda.
 - b.** NO business shall be transacted at a meeting where a quorum is not present. However, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.
- 1.7 Vote.** Except as otherwise specified in these rules, voting shall be by voice and shall be recorded in the minutes.
- 1.8 Decisions.** Voting to formally make a proposal or recommendation to the City Council will require a two-thirds majority (eight of eleven members). Voting on other business within the Commission will require only a majority vote of Commission members present.

Section 2. ORGANIZATION

- 2.1 Election of Officers.** Each year the Commission shall elect from its membership a Chair and Vice-Chair. This shall be done by secret ballot at the first Commission meeting following City Council's appointment of new Sustainability Commissioners and reappointment of existing members. Commission members interested in being considered will place their names into nomination. Each member shall cast a ballot for the commissioner the member wishes to be chosen Chair. If no one receives a majority, balloting shall continue until one member receives majority support. Vice-Chair shall be elected from the remaining members by the same procedure.

- a. If the Chair retires from the Commission before the next regular organizational meeting, the Vice-Chair shall be Chair and a new Vice-Chair shall be elected within 90 days of the first meeting that the Vice-Chair became Chair. If both Chair and Vice-Chair retire, new officers shall be elected within 30 days of the first meeting that the Chair and Vice-Chair are absent.
 - b. If both Chair and Vice-Chair are absent from a meeting, the most senior member of the Commission present shall serve as temporary Chair. If the most senior member declines to serve as temporary Chair, the next most senior member of the Commission present shall serve as temporary Chair.
- 2.2 Tenure.** The Chair and Vice-Chair shall take office immediately following their election and shall hold office until their successors are elected and assume office.
- 2.3 Duties.** The Chair, or in the Chair's absence the Vice-Chair, shall preside at meetings and perform such other duties as may be ordered by the Commission.
- a. The Chair shall conduct the meeting so as to keep it moving as rapidly and efficiently as possible.
 - b. The Chair shall not move for action but may second motions.
- 2.4 Secretary.** The Secretary shall be responsible for the documents and papers of the Sustainability Commission and shall have responsibility for keeping accurate minutes of the Commission's meetings. The Commission will approve the minutes at the subsequent meeting.
- 2.5 Informal Work Groups:** The Commission may form work groups to assist Commissioners in their consideration and implementation of a specific topic area. Members constituting less than a quorum of the Commission may act as liaisons to the work group. The composition of the work group may vary depending on the topic area. Work group members may be residents or non-residents. Membership of the work group will be solicited by the assigned Commission liaisons from a database of potential volunteers or from their network of persons that possess the desired technical background. Work groups are ad-hoc and are not a formal extension of the Commission. Recommendations of the group are not binding to the Commission.
- 2.6 Committees and Subcommittees:** The Commission may establish committees and/or subcommittees to aid in the accomplishment of the functions in City Code § 2.71 for Council Advisory Commissions, after specific approval by the City Council. The committees or subcommittees shall be made up of members of the commission or such additional persons as the commission may request. No committee or subcommittee may engage in activities, functions or duties outside the scope of authority granted to the commission by the City Council. Prior to approval by the City Council of the establishment of a committee or subcommittee to a commission, the commission shall submit a report to the City Council describing reasons for requesting the establishment of the proposed committee or subcommittee.

Section 3. PROCEDURE

- 3.1 Parliamentary procedure.** Parliamentary procedure governed by *Roberts Rules of Order* shall be followed at meetings where hearings are held. At special meetings and when useful, the Commission will hold group discussions not following any set parliamentary procedure except when motions are before the Commission.
- 3.2 Action.** No action on any item shall be taken by the Commission unless it has, to its own satisfaction, considered all reasonably available relevant information pertaining to the request.
- 3.3 Correspondence Items.** Matters for discussion which do not appear on the agenda shall be considered and discussed by the Commission only when initiated and presented by the staff or a member of the Commission and shall be placed at the end of the regular agenda.

Section 4. MISCELLANEOUS

- 4.1 **Suspension of Rules.** The Commission may suspend any of these rules that do not involve State Law or City Code requirements by a unanimous vote of those members present.
- 4.2 **Amendments.** These rules may be altered, amended, or new rules adopted at any regular or special meeting by a majority of the members of the Commission. The rules of procedure and any amendments thereto shall be submitted to the City Council for approval.
- 4.3 **Review.** The Rules of Procedure will be reviewed as deemed necessary by the Commission or when necessary because of change of City ordinance or City policy.
- 4.5 **Ex Parte Contacts.** In the interest of keeping all Sustainability Commission discussion in the public record and to avoid the perception of undue influence, ex parte contacts on matters before the Sustainability Commission should be avoided. When ex parte contacts occur, they should be disclosed prior to the Sustainability Commission's discussion of a given item.
- 4.6 **Conflicts of Interest.** No commissioner shall participate in a matter that affects the commissioner's financial interests or those of a business with which a commissioner is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. Conflicts of interest also arise from any actual or potential benefits that a Sustainability Commissioner, spouse, family member or person living in their household might directly or indirectly obtain from a Commission decision. A Sustainability Commissioner may consult with the Sustainability Commission Staff Liaison or City Attorney to determine whether an actual or potential conflict of interest exists. Sustainability Commissioners shall disclose any conflicts of interest in a matter to the Sustainability Commission and shall abstain completely from direct or indirect participation in any matter in which they have a conflict of interest.
- 4.7 **Removal from the Commission.** Members may be removed from the Commission for (1) failure to attend four consecutive regular meetings of the Commission without such absence being excused or missing more than 25% of the regular meetings during any 12-month period, (2) knowingly and intentionally violating the Rules of Procedure, including the rules related to Conflicts of Interest, or (3) other good and just cause, following notice and right to be heard by the appointing authority that appointed the Member.
- 4.8 **Annual Work Plan.** The Commission will approve and the Chair will present an annual work plan and a yearly accomplishment summary to the full City Council.