

**AMENDED RULES OF THE MINNEAPOLIS CHARTER COMMISSION**

Revised 6/12/97 and 01/07/04

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**AMENDED RULES OF THE MINNEAPOLIS CHARTER COMMISSION**  
**Revised 6/12/97 and 1/7/04)**

**Rule 1. Amended Rules of the Charter Commission ("Rules").**

**1.1** Except as otherwise specifically provided in these Rules, Robert's Rules of Order Newly Revised, is adopted as rules for the procedural conduct of meetings of the Charter Commission.

**1.2** Except as otherwise provided in these Rules, an affirmative vote of two-thirds of the Commissioners present and voting shall be required to amend these Rules.

**1.3** Any Rule of the Charter Commission may be suspended for any reason by an affirmative vote of two-thirds of the Commissioners present and voting; debate shall be limited to one Commissioner speaking not more than two minutes for the suspension and one Commissioner speaking not more than two minutes against such suspension selected by the Chairperson.

**1.4** Every Commissioner of the Minneapolis Charter Commission shall be furnished with a copy of the City Charter (8/10/89), Minnesota Statutes §§ 410.01 et seq., and these Rules.

**1.5** Unless prohibited under applicable law, notice relating to Commission business, but not the business itself, may be by any communication by and among the Charter Commission Coordinator and the Commissioners or by and among the Commissioners shall be lawful whether communicated in person, by phone conference, conference call, video conference, written letter, email, voicemail, or facsimile transmission.

**1.6** Any Commissioner may be considered in attendance at a regular or special meeting of the Commission if such Commissioner is off-site of the actual meeting place but is able to communicate with other Commissioners in attendance by video conference and, if a quorum exists, in physical attendance at the meeting site.

**1.7** A quorum shall consist of a majority of duly appointed Commissioners of the Charter Commission. If a quorum is no longer present at a duly convened meeting, the Commission may continue to receive oral or written reports and to allow speakers, but the Commission may not consider any resolution or motion or conduct any other Commission business for which a vote of the Commissioners is required.

**Rule 2. Meetings.**

**2.1 Regular Meetings.**

**2.1.1** The Commission shall regularly meet monthly on the first Wednesday that is not a state or federal holiday, at 4:00 p.m., at the Minneapolis City Courthouse, Minneapolis, Minnesota, unless the Commission selects a different time or site, or both, as coordinated by the Charter Commission Coordinator under Rule 2.1.9.

**2.1.2** There shall be a set agenda for each meeting, which will be proposed by the Chairperson but which may be amended by a majority vote of the Commissioners present and voting prior to the adoption of the agenda at the beginning of each meeting or by a two-thirds majority vote of the Commissioners present and voting at any time thereafter. A typed agenda shall be prepared by the Charter Commission Coordinator who shall use his/her best efforts to transmit in any available manner such agenda to the Commissioners, with the minutes of the last meeting, at least one week prior to the next Commission meeting.

**2.1.3** The Commission customarily adjourns after thirty minutes if no quorum is present, but a majority of the Commissioners present may adjourn such a meeting where no quorum is present at an earlier or later time.

2.1.4 In accordance with the Minnesota Open Meeting Law, only an occasion at which a quorum is present and Commission business is discussed, shall constitute a Commission meeting.

2.1.5 Routine communications, such as excused absences which have been received by the Charter Commission Coordinator prior to the scheduled time of a Commission meeting, shall be noted and appear in the minutes of the meeting. Excused absences may be based on, among other things, conflicts with a Commissioner's work, medical problems, a family emergency, or weather.

2.1.6 Each Commissioner shall use his/her best efforts to provide the Charter Commission Coordinator with notice of inability to attend and the reason therefore at least 24 hours prior to the time of a scheduled meeting. Excused absences may be granted by the Chairperson within 24 hours after the adjournment of a scheduled meeting under special circumstances. The Chairperson shall either accept the special circumstances, reject the special circumstances or request the validation of a special circumstance as an excused absence be adjudged by a majority of the Commissioners present and voting at the next scheduled meeting.

2.1.7 When the Commission's regularly scheduled business is concluded, observers in the audience may be heard, provided such observer identifies herself/himself, sets forth his/her address and whether such speaker is speaking as an advocate on behalf of a third party (whose complete name and address should then be provided) or is speaking on his/her own behalf. Such observers shall speak for no more than a period of five-minutes. Preference shall be given to observers who wish to speak if such observers are residents of the City of Minneapolis. Thereafter, any observers who are non-residents of the City of Minneapolis will be allowed to speak if time permits at the Chairperson's discretion. The Chairperson may declare an end to the period for which observers may be heard but a majority of the Commissioners then present and voting may also by motion to terminate or extend the time, or set the time limit, for observer remarks which shall supersede any declaration by the Chairperson.

2.1.8 After three consecutive unexcused absences, the Chairperson of the Commission shall inform the absent Commissioner, by letter, of Chapter 410.05, Subd. 2, which states:

"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 shall file a certificate with the court setting forth those facts and the District Court shall thereupon make its order of removal and the Chief Judge shall fill the vacancy created thereby."

2.1.9 If it is apparent to the Chairperson prior to a scheduled meeting that a quorum will not be able to be present at the scheduled time of such meeting, the Chairperson may cancel a scheduled meeting and direct the Charter Commission Coordinator to transmit in any available manner written notice (or an equivalent) to the Commissioners of such cancellation. The Chairperson may also coordinate through the Charter Commission Coordinator a substitute date and location for a meeting prior to the next scheduled meeting but such notice must comply with statutory requirements and be mailed or otherwise transmitted in any available manner at least five days prior to the rescheduled meeting.

## **2.2 Special Meetings.**

2.2.1 Special meetings of the Charter Commission may be called by the Chairperson or by an affirmative written request given to the Charter Commission Coordinator by at least one-third of the Commissioners. Notice of the time and place of a special meeting must comply with statutory requirements and must be mailed or otherwise delivered at least five days prior to the special meeting.

**2.3 Public Meetings/Public Hearings.**

2.3.1 The Commission may hold a public hearing on any proposal to amend the Charter, and shall schedule any such hearing for a future meeting, not earlier than its next regular meeting.

2.3.2 At public hearings, the Chairperson shall allocate up to fifteen minutes to a speaker advocating for passage of a resolution or motion and up to fifteen minutes to a speaker opposing passage of a resolution or motion.

2.3.3 Subsequent to the presentations by proponents or opponents as provided in Rule 2.3.2, members of the public may speak for up to two minutes per person, but collectively for not more than sixty minutes, provided that any speaker must state his/her full name and address and whether such speaker is speaking as an advocate on behalf of a third party or on behalf of himself/herself.

2.3.4 Preference shall be given to residents of the City of Minneapolis desiring to speak at public hearings under Rules 2.3.2 or 2.3.3. Thereafter, non-residents of the City of Minneapolis desiring to speak will be permitted to do so if time permits at the Chairperson's discretion, or by vote of a majority of the Commissioners then present and voting which shall supersede the Chairperson's discretion.

**Rule 3. Election, Duties of Officers, and Term.**

**3.1** Annual election of Commission officers will be held at the first meeting a quorum is present after January 1 of each year. Any officer elected shall continue until a successor is duly elected, unless removed pursuant to Rule 3.4.

**3.2** The officers of the Commission and the duties of those offices are as follows:

3.2.1 Chair: Presides over the Charter Commission and is the official spokesperson for the Commission.

3.2.2 Vice-Chair: Performs the duties of the Chairperson in the absence of the Chairperson and presides at Commission meetings when the Chairperson steps down from presiding to debate a matter before the Commission.

3.2.3 Secretary: Performs the duties of the Chairperson in the absence of both the Chairperson and Vice-Chairperson and presides when the Chairperson and Vice-Chairperson are absent or wish to debate a matter before the Commission.

3.2.4 Chairperson Pro Tem: Performs the duties of the Chairperson when other officers are absent or wish to debate a matter before the Commission; the Chairperson Pro Tem shall be the most senior Commissioner then present.

**3.3** When a vacancy occurs in any office, such vacancy will be declared at a Charter Commission meeting, and an election for such office will be held at the following Commission meeting. The Chairperson shall be responsible for communications as required with the chief judge of the district court. For this purpose, a vacancy occurs upon resignation from office or the expiration of the Commission term of such officer.

**3.4** An officer may be removed by a two-thirds majority vote of Commissioners present and voting.

**3.5** Upon a two-thirds majority vote of Commissioners present and voting, the Commission may create such other offices for a period of time and for prescribed responsibilities and duties as the Commission deems appropriate from time to time.

**3.6** Any action related to the administration of the Commission which is not specifically provided in these Rules, may be performed by an officer of the Commission, unless otherwise prohibited by Minn. Stat. § 410.01 et seq. or by the Minneapolis Charter.

**3.7** The term of office of a Commissioner shall be the maximum term allowed under Minnesota Statutes § 410.05, Subd. 2. A Commissioner shall hold the office as a Commissioner until his/her successor is appointed and qualified as provided under Minnesota Statutes § 410.05, Subd. 2.

**Rule 4. Special Committees/Subcommittees.**

**4.1** The Chairperson of the Commission shall designate, subject to consent by a majority of Commissioners then present and voting, the Commissioners to serve on any subcommittee or special committee of the Commission. At the time a subcommittee is established, any Commissioner may volunteer to serve on and shall be appointed to the subcommittee. Any member who does not volunteer at the time a committee is established may volunteer subsequently and may be appointed by a majority vote of the Commissioners present and voting on the appointment. Any member of the Commission has speaking privileges at all subcommittee or special committee meetings but only members of a subcommittee or special committee can vote. All meetings of subcommittees or special committees shall be announced, and, if required, public notice given in accordance with applicable law.

**4.2** A quorum of a subcommittee or special committee of the Commission is a majority of the appointed members.

**4.3** In accordance with applicable law, only an occasion at which a quorum of a subcommittee or special committee is present and at which Commission business is discussed does a subcommittee or special committee constitute a "meeting."

**Rule 5. Proposing Charter Amendments to the Commission.**

**5.1** A request to present a proposal for Minneapolis Charter change shall be filed with the Charter Commission Coordinator prior to the scheduled meeting. The Commission may defer consideration of a proposal to change the Minneapolis Charter which is not filed with the Charter Commission Coordinator at least three business days prior to a scheduled meeting. The Commission will discuss the request at its first meeting after the notice is filed or at its next scheduled meeting thereafter. If a resolution is adopted by obtaining a majority vote of the Commissioners present and voting, the Commission shall also set a time for the resolution to be considered at a public hearing. A public hearing is required prior to placement of a proposed Charter amendment on the ballot unless two-thirds of the Commissioners present and voting vote not to hold a public hearing.

**5.2** Charter amendment proposals that are to be placed on the ballot must be submitted to the Commission in writing for consideration before the second Wednesday in July of each year.

**5.3** Power to limit or extend time of scheduled presentations, other than by Commission members, will be at the discretion of the Chairperson, but a majority of the Commissioners then present and voting may also by motion terminate or extend the time, or set the time limit, for presentations, which shall supersede the Chairperson's discretion.

**5.4** No proposal to amend the Charter or to place the proposed amendment on the ballot may be adopted unless such resolution is, in each case, approved by at least a majority of the Commissioners and such proposed amendment shall be signed by such Commissioners voting in favor of such proposed amendment at the meeting to constitute a majority needed for passage.

**Rule 6. Procedure for Handling Voter Petitions**

**6.1** When a proposed amendment by petition is in excess of 1,000 words and a summary is required by Minnesota Statute § 410.12, Subd. 1, the Chairperson shall call a special meeting to be held within ten days of the submission of the proposed amendment and summary, to approve the proposed amendment and summary as to form and substance. The Chairperson shall have the authority to appoint one, but not more than three, Commissioner(s) to prepare, within ten days after the receipt of the proposed amendment and the summary, revisions to the summary if the summary submitted is not acceptable to the Commission as to form and substance so that the summary fairly complies with the requirements of Minnesota Statute § 410.12, Subd. 1. Within ten days after receipt by the Commission of

the proposed amendment and the summary from the proposers, the Commission shall return to the proposers the amendment and the summary with such modifications as the Commission deems necessary in order that the summary may fairly comply with the requirements of Minnesota Statute § 410.12, Subd. 1. Modification of the summary by the Charter Commission shall be signed by enough Commissioners voting in favor of such modification of the summary at the special or regular meeting to constitute the majority needed for passage.

**6.2** A voter petition for a proposed Charter amendment under Minnesota Statutes § 410.12, Subd. 3 is filed when the Chairperson of the Commission receives it. If the Chairperson is out of town or incapacitated, a petition is filed when it is received by the Vice Chairperson or Secretary of the Commission. The Chairperson, Vice Chair, Secretary, or Chairperson Pro Tem as the case may be, shall inscribe on the back of the voter petition the phrase "Received this \_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year) at \_\_\_\_ a.m. or p.m." and shall sign his or her name under such phrase.

**6.3** Transmittal of the petition for the proposed amendment to the Minneapolis City Council, shall be made at a regular or special Commission meeting. The Chairperson shall call a special Charter Commission meeting for the purpose of acting on transmittal if no regular meeting is scheduled within ten days of the filing.

**Rule 7. Motions.**

**7.1** Motions to table shall be debatable for a period not to exceed five minutes and said period shall be divided approximately equally between proponents and opponents of the motion.

**7.2** A motion to rescind or reconsider an action of the Commission must be made no later than the next regular meeting of the Commission, except in those instances where proposals for Charter amendments already have been transmitted to the Minneapolis City Council and are no longer subject to rescission. The motion requires a two-thirds vote of the Commissioners present and voting.