

RAMSEY COUNTY CHARTER COMMISSION

Agenda of Monday, May 3, 2021 – 7 PM

Pursuant to Minnesota Statutes § § 13D.021 and 13D.04, subd. 3, Chief Legal Counsel of Ramsey County has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Charter Commission members will participate online via Zoom by telephone or other electronic means. Public participation is available online via Zoom with live access to the meeting at <https://www.ramseycounty.us/your-government/leadership/charter-commission/charter-commission-agendas-and-minutes>. The video recording of the meeting will be posted at the link noted above.

AGENDA

1. Call to Order
2. ROLL CALL Attendance
3. Approval of May 3, 2021 Agenda
4. Approval of February 1, 2021 Minutes
5. Chair Reports
 - A. Zoom Protocol Reminder
 - B. Roberts Rules Cheat Sheet (Attached)
 - C. Janet Guthrie Retirement
6. Ramsey County Updates: Presentation by County Manager Ryan O'Connor
 - A. Racial Equity
 - B. Transforming Systems Together
 - C. COVID-19 Vaccines
 - D. Census
7. Workplan and Committee Reports
 - A. Budget Committee
 - B. Charter Review
 - C. Others
8. Citizen Input (Approximately 8:30 PM)
9. Future Agenda Items
10. Adjournment

Next Meeting: Monday, August 2, 2021 – 7 PM

Virtual Zoom meeting for Charter Commission members, staff, and the public.

Attachments:

- February 1, 2021 Meeting Minutes Draft
- Robert's Rules Cheat Sheet

RAMSEY COUNTY CHARTER COMMISSION

Minutes of Monday, February 1, 2021 – 7 PM

Pursuant to Minnesota Statutes § § 13D.021 and 13D.04, subd. 3, Chief Legal Counsel of Ramsey County has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Charter Commission members will participate online via Zoom by telephone or other electronic means. Public participation is available online via Zoom with live access to the meeting at <https://www.ramseycounty.us/your-government/leadership/charter-commission/charter-commission-agendas-and-minutes>. The video recording of the meeting will be posted at the link noted above.

MINUTES

1. Call to Order: Chair Nancy Haas called the meeting to order at 7:00 PM.
2. ROLL CALL Attendance: Completed by Sia Xiong.

District	Charter Commission Member	Present	Absent
1	Ann Maslansky-Takahashi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Steven Reeves	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Ache Wakai	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Joann Knuth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Nancy Haas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Susan Flores-Diaz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Bethany Winkels	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Sharon Garth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Joshua (Josh) Ortiz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Sebastian Ellefson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Hoang Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Tony Parrish, Sr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	John O-Phelan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	William (Bill) Kempe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
At Large	Angela (Angie) Thies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Laura Suess	<input type="checkbox"/>	<input checked="" type="checkbox"/>
At Large	Susan (Sue) Majerus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also present: Amy Schmidt, Assistant County Attorney, Ramsey County Attorney's Office
 Janet Guthrie, Chief Clerk – County Board
 Samuel Clark, Civil Division Director, Ramsey County Attorney's Office
 Sia Xiong, Administrative Planning Assistant

3. Approval of February 1, 2021 Agenda: Motion by Josh Ortiz and second by Joann Knuth. Unanimously approved by roll call vote of all members present.
4. Approval of October 19, 2020 Minutes (Attachment): The motion to approve minutes of October 19, 2020, and January 19, 2021, by one motion. Motion by Sharon Garth and seconded by Sue Majerus. After some discussion, Amy Schmidt recommended to split up the approvals for easier tracking of the quorum. Motion to approve minutes from October 19, 2020, by Sharon Garth, and second by Sue Majerus. Unanimously approved by roll call, with members present at the October 19, 2020 meeting, voting.

5. Approval of January 19, 2021 Minutes (Attachment): Motion by Joann Knuth and second by Ann Maslansky-Takahashi. Unanimously approved by roll call, with members present at the January 19, 2021 meeting, voting.
6. New Business:
 - A. Welcome by New Chair and Vice Chair: Chair Nancy Haas started with an introduction of herself and passed it onto the Vice Chair Angie Thies before beginning introductions from others.
 - B. Commission Member Introduction by District: Charter Commission members each introduced themselves by sharing their name, career, district, and why they are interested in joining the Commission. Vice Chair Thies also included introductions by Ramsey County staff who support the Commission.
 - C. Adopt Robert's Rules of Order: Chair Haas opened it up for discussion on if the commission should adopt the Robert's Rules. Sue Majerus motioned to adopt Robert's Rules, and Sebastian Ellefson seconded. Discussion with input from Josh Ortiz, Nancy Haas, and clarification from Amy Schmidt that the By-laws for the Charter Commission already include rules of procedure being Robert's Rules of Order. Bethany Winkels requested the workshop material "cheat sheet" from the January 19, 2021 workshop. Amy Schmidt recommended to adopt the rules without a friendly amendment, to reduce misunderstanding. Hoang Murphy asked a question on the bylaws. Unanimously approved by roll call vote of all members present.
 - D. Roles and Responsibilities (Attachment): Chair Haas provided additional context and referred to the document briefly.
 - E. 2021 Workplan Discussion:
 - i. New Member Orientation and Mentoring
 - ii. Focus – Charter Review and Committees / Workgroups
 - iii. Additional Topics – Community Outreach, Education, Budget Review, Comments

Vice Chair Thies shared thoughts and discussion she had with Chair Haas on potential workgroups for the purpose of information gathering, not as advisory bodies. The function of the workgroups would report back to the full Commission. Ann Maslansky-Takahashi asked for some clarity; Chair Haas and Vice Chair Thies emphasized that the workgroups are just suggestions and they are interested in hearing from Commission members. Bethany Winkels likes the idea of workgroups.

Josh Ortiz asked for some background information on previous ad hoc committees. Bethany Winkels and Sharon Garth provided additional background, and Janet Guthrie provided an additional previous effort. Chair Haas elaborated on her experience and ways to continue work that have been introduced in her previous years of serving. Bethany Winkels agreed and discussed intentionality and how important it is to provide clarity on roles to ensure productivity and confidence. Ann Maslansky-Takahashi mentioned it may be helpful to have history and onboarding to get new members up to speed. She would like to see meetings in local newspapers and envisions a way to be provided another email address to use in this capacity for contacts.

Vice Chair Thies reiterated that she is hearing the Commission members are agreeable to having a committee structure. Bethany Winkels highlighted that some of the things may go beyond the scope and roles of responsibilities of the formal Commission, and there needs to be alignment with those. Vice Chair Thies summarized the review of the Charter and onboarding. Josh Ortiz added outreach and awareness on what the Charter Commission work really is, because the public is not familiar with what the Commission does and what power the Commission does not have.

Sue Majerus asked about standard annual presentations that will continue. Janet Guthrie shared that in previous years, members were interested in education sessions, such as elections, the census, demographics of Ramsey County, and budget. These presentations are not required and are based on what the members want to know and cover. Sue Majerus suggested that sharing the output of the workgroups back to the Commission be an expectation. Josh Ortiz asked where the workgroups would happen. Vice Chair Thies said the committees would be subject to Open Meeting Law but not have to formally run it like the full Charter Commission meetings.

Amy Schmidt clarified that none of the workgroups would be the size of a quorum, and depending on the scope of the committee, the Open Meeting Law may or may not apply. Workgroups will also have to consider public attendance, public promotion; if the workgroup is charged with the duty of the actual Commission, that committee would be subject to the Open meeting law so the committee would have to give public notice as a special meeting and published with three days' notice, and the location or time be accessible to the public. This is where Ramsey County staff would have to post it online and ensure the notice is up. May be safest to assume Open Meeting Law applied to committees and post at the appropriately timeline.

Jann Knuth asked about amendments; Janet Guthrie shared that the Charter went into effect in 1992, and that there have been four amendments to the Charter Commission since then. Amy Schmidt emphasized that all amendments must have public vote in order for it to pass. Discussion on the process to bring an amendment and how it is implemented occurred. Vice Chair Thies summarized interest expressed in committees for new member orientation, community outreach and awareness, and Charter review. Bethany Winkels offered assistance to help the Chair and Vice Chair. Members were encouraged to follow up and email Angie Thies directly if interested in any of the committees. Amy Schmidt reminded members to not "reply all" to all members on emails, but that it is okay to have a one-on-one email communication for clarification and questions directly.

7. Citizen Input (Approximately 8:30 PM): Chair Haas checked to see if anyone who attended who is not a member would like to provide input. There was one non-Commission member in attendance, who chose not to speak. There were no comments.
8. Future Agenda Items: If there are volunteers, members should reach out to Vice Chair Thies and Chair Haas on interests. Vice Chair Thies expressed interest in an informational update on race equity efforts across the county. Ann Maslansky-Takahashi would like an update on COVID-19 vaccines and the county's work with the state regarding access. Sue Majerus would like an update on census data. Hoang Murphy would like an update on Transforming Systems Together.

9. Adjournment: Motion by Sue Majerus and second by Josh Ortiz. The meeting was adjourned at 8:54 PM.

Next Meeting: Monday, May 3, 2021 – 7 PM
Virtual Zoom meeting for Charter Commission members, staff, and the public.

Respectfully submitted by Sia Xiong, Administrative Planning Assistant.

DRAFT

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."