

RAMSEY COUNTY CHARTER COMMISSION BYLAWS

Commission Members

Membership is provided for in the Charter. The members of the Commission shall consist of two (2) persons from each of the seven (7) Ramsey County Commissioner Districts and three (3) persons at-large for the entire County. Each member shall be appointed by the Chief Judge of the Ramsey County District Court for a term of four (4) years and may serve no more than two (2) consecutive terms. The Chief Judge shall also appoint an individual to fill a vacancy and to complete an unexpired term.

A member may resign by delivering a written resignation to the Chair or with three (3) consecutive unexcused absences. An unexcused absence is defined as not providing notice to the Chair or Vice-Chair before the meeting. For purposes of quorum, the resignation shall take place upon delivery of the written resignation or at the adjournment of the meeting and constitutes the third absence. At its next meeting, the Commission shall declare a vacancy and request the Chief Judge appoint a member for the remainder of the term.

Officers

The officers of the Commission shall consist of a Chair and a Vice-Chair. Officers shall be elected during the last meeting of each calendar year and shall serve at the pleasure of the Commission for a term of one year beginning at the first of the calendar year. A nominating committee shall be appointed before the last meeting of each calendar year that will nominate at least one individual for each office. Further nominations may be made by the Commission prior to each annual election.

The Chair shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair and during any temporary absence of that officer.

Order of Business

The order of business may be as follows:

1. Call to Order
2. Roll Call/Attendance
3. Approval of the Agenda
4. Approval of Minutes
5. Old Business
6. New Business
7. Standing Committee Reports
8. Citizen Input
9. Future Agenda Items
10. Adjournment

Procedure

Robert's Rules of Order, duly revised, will govern, except as provided in the Bylaws. All motions will require a second, but a second does not indicate support of the motion. Discussion should follow the making and seconding of a motion in order to focus the scope of discussion.

The Chair is the initial arbiter of procedural disputes but can be overruled by a majority vote. The Chair may make motions, second a motion, and participate in discussion as any member. In participating in discussion, the Chair should ensure that all members have an opportunity to be heard.

A member may offer a “friendly amendment,” and if agreed by the maker of the motion, the amendment will be deemed adopted without vote.

A simple majority of members present at a meeting is sufficient for adoption of any motion, except for motion (1) to amend these Bylaws, or (2) to submit a proposed amendment to an election. For these votes, a majority equal to quorum is required.

Quorum

A quorum of the Commission members shall consist of a majority of the number of appointed and sworn members, but a quorum is not necessary to hold a meeting or to adjourn.

Ad Hoc Committees

The Chair may create Ad Hoc Committees to address specific issues, as required.

Conflicts of Interest

When a member believes that he or she has a conflict of interest in voting on a particular issue, he or she may refrain from voting or disclose the potential conflict to the Chair. If the Chair agrees that the potential conflict of interest is substantial or would give the appearance of impropriety, the member shall abstain from voting on the issue. If the Chair does not believe that abstention is required, the member may choose to vote or abstain.

Meetings

Meetings of the Commission may be set by the Commission, the Chair, or any five (5) members. Meetings will be held both in the city of St. Paul and its suburbs.

Notice

At least three (3) days notice, excluding Saturdays, Sundays and holidays, of each meeting of the Commission shall be delivered to each member of the Commission. Notice shall be deemed delivered if properly mailed to the last known address or if sent by electronic mail to an address provided by the member for that purpose.

Administrative Support

Administrative support to the Commission will be provided by the County Manager’s Office. The County Attorney’s Office will provide legal counsel to the Commission.

Administrative support shall keep the records of the Commission and shall transmit all notices and messages from or on behalf of the Commission. Minutes prepared by the administrative support are official minutes of the meeting after approval at the next meeting. Until adopted, they are unofficial, but are subject to the Minnesota Governmental Data Practices Act.