

**STANDING RULES  
OF THE CHARTER COMMISSION  
OF THE  
CITY OF SAINT PAUL**

**RULE 1. OFFICERS**

The officers of the Commission shall consist of a Chair, Vice-Chair and Secretary.

The officers shall be elected when a vacancy occurs in either of the offices. Officers shall serve for a term of one (1) year.

The Chair shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair, and the Secretary shall preside when both Chair and Vice-Chair are absent.

**RULE 2. MEETINGS**

Regular meetings of the Commission shall be established by the Commission. However, the Commission will meet at least once during the calendar year.

Special meetings may be called by the Chair, or by any five (5) or more members of the Commission.

In accordance with the Minnesota Open Meeting Law, a Charter Commission meeting, or a meeting of a Charter Commission Committee occurs when a quorum of the Charter Commission or the Charter Commission Committee is present and Charter Commission or Charter Commission business is discussed.

**RULE 3. ORDER OF BUSINESS**

Call to Order  
Approval of Minutes  
Citizens Comments  
Reports of Standing Committees  
Unfinished Business  
New Business  
Other Business  
Adjournment

**RULE 4. MOTIONS**

Motions may be made by any member of the Commission, and once made, will be governed by the most recent revision of Robert's Rules of Order.

## **RULE 5. VOTING**

Voting shall be determined by the Chair. Any member may call for a roll call on any motion.

The adoption of any proposed changes in language to the Charter shall be final when passed by a majority vote of all members of the Commission. No such vote shall be taken until the proposed changes in language have been presented in written form and have been read at two (2) separate meetings of the Commission.

## **RULE 6. RECONSIDERATION**

Any member on the prevailing side of an issue may move to reconsider any matter at the same or succeeding meeting. However, no matter will be reconsidered without the consent of two-thirds of the members present.

Once adopted by a majority vote of the Commission, proposed changes in language to the Charter can only be further amended or changed by a vote of a majority of all members of the Charter Commission.

## **RULE 7. QUORUM**

A quorum of the Commission will consist of a majority of the members of the Commission. A quorum of a Charter Commission Committee will consist of a majority of the members of the Charter Commission Committee.

## **RULE 8. COMMITTEES**

The Commission may, with a quorum of the Commission present, create committees to address specific issues. Any committees may be dissolved at the will of the Commission.

## **RULE 9. CONFLICTS OF INTEREST**

When a member believes that she or he has a conflict of interest, that member shall disclose the conflict to the Commission and shall refrain from voting on the issue.

## **RULE 10. NOTICE**

At least three days notice, excluding Saturdays, Sundays, and all holidays, of all Charter Commission meetings will be given in writing and served personally or mailed to the last known address of each member of the Commission. At least three days notice, excluding Saturdays, Sundays, and all holidays, of a Commission Committee meeting will be given in writing and served personally or mailed to the last known address of each member of the Committee.

**RULE 11. ABSENTEEISM**

Members of the Commission may be removed by a vote of the majority of those present following four unexplained and consecutive absences.

After three consecutive absences, the Chair of the Commission shall inform the absent Commissioner by letter, of Minnesota Statutes, 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 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.”

**RULE 12. RECORDS**

The records of the Commission shall be maintained in a public place, and shall be maintained and disposed of in accordance with the provisions of Minn. Stat. § 138.17.