

**BYLAWS OF THE
LAKE CITY CHARTER COMMISSION**

Article 1. General.

The Lake City Charter Commission (the “Commission”) was established and exists under the provisions of Minnesota Statutes Chapter 410.

Article 2. Mission.

The mission of the Commission is to oversee the City’s Charter which defines the parameters within which City government can operate. As an independent body, the Commission will represent citizen viewpoints and consider and recommend appropriate revisions to the Charter which balance the best interests of city government and the citizens.

Article 3. Duties.

The Commission must act upon voters’ petitions and City Council recommendations for amendment to the City of Lake City Charter. The Commission may also periodically review the Charter and propose amendments on its own volition.

Article 4. Members.

Section 1. Term. Members will be appointed for four year terms.

Section 2. Oath of Office. Within 30 days of appointment, Commission appointees must file a written acceptance and oath of office with the Administrator of the Third District Court.

Section 3. Termination for Absences. If a member is absent from three consecutive meetings without excuse, the Secretary must submit a certificate setting forth the facts to the Chief Judge who will issue an order for removal. An excused absence will be granted by the Chair prior to the subject meeting. Excused absences will be noted in the meeting minutes.

Section 4. Number of Members. The Commission will be composed of 11 members.

Section 5. Member Requirements. All members must be qualified voters in the City of Lake City.

Article 5. Meetings.

Section 1. Annual Meetings. The Commission will hold an annual meeting each year. The principal items of business at the annual meeting will be the election of officers and the preparation of the annual report.

Section 2. Other Meetings. Meetings other than the annual meeting will be held upon the call of the Chair or any three members or pursuant to a scheduled adopted by the Commission. No meeting may be held without notice mailed, electronically

communicated by email or text, or delivered to each member at least three days in advance. The Commission must meet whenever a Charter amendment is proposed by either valid petition or Council recommendation.

Section 3. Open Meetings. All meetings of the Commission must be open to the public except as otherwise provided by law.

Section 4. Quorum; Manner of Acting. At any meeting of the Commission, a majority of the qualified members then existing is required to constitute a quorum for the transaction of business. Commission action on items other than the approval of Charter amendments can be taken only upon approval by a majority of the members present at any meeting at which a quorum is present. Charter amendments can be approved only by two-thirds of the members present at any meeting at which a quorum is present, but not less than one-half of the total number of Commission members then serving, and only if the amendment was mailed or delivered electronically to the Commission members at least three days in advance before the meeting. Previous action approving Charter amendments may be rescinded by either:

- a. A majority of the members present at any meeting at which a quorum is present, if at the previous meeting the proposed action was discussed and notice was given that a vote would be taken at the next meeting or,
- b. Two-thirds of the members present at any meeting at which a quorum is present, if three days' prior notice has been given in writing.

Section 5. Agendas. An agenda for each meeting will be prepared by the Secretary in cooperation with the Chair of the Commission. The agenda, along with supporting documentation, must be mailed or delivered electronically to each Commission member at least three days prior to the date of the meeting.

Article 6. Officers.

Section 1. Election. Officers of the Commission will consist of the Chair and the Vice Chair. The officers will be elected for a one year period commencing at the annual meeting. Subject to Commission approval, officers will be restricted to serving two consecutive full terms. If there is no quorum at the annual meeting, the election will be held at the next meeting at which a quorum is present.

- a. Chair. The Chair will preside over all meetings of the Commission. If the Chair and Vice Chair are absent from the same meeting, the Commission members present will designate one of themselves to serve as Chair. The Chair will also perform all duties usually performed by chairs of similar organizations including executing documents pertaining to the Commission's business, establishing and appointing committees, representing the Commission before the City Council, and other duties that may be authorized by the Commission members.
- b. Vice Chair. The Vice Chair will perform all the duties of the Chair in the absence of the Chair.

- c. Secretary. The City Clerk or his or her designee will serve as the Commission's secretary. The Secretary will keep accurate records of the Commission's proceedings, attest to the accuracy of those records, send written notices and agendas of all meetings to the Commission members, keep a file of the Commission's records and undertake the duties conferred on the Secretary by law and by the Commission members.

Article 7. Reports to Council.

The Secretary will provide copies of all minutes and reports of the Commission to the City Council to keep it apprised of the Commission's actions.

Article 8. Annual Report.

By December 31 of each year, the Commission must submit an annual report of its activities to the Chief Judge of the Third District Court. A copy must also be filed with the City Administrator.

Article 9. Parliamentary Procedure.

The proceedings of the Commission will be conducted in accordance with Robert's Rules of Order, as revised.

Article 10. Amendments.

These bylaws may be amended upon approval by two-thirds of the members present at any meeting in which a quorum is present, but by no less than one-half of the total number of Commission members then serving, and only if the amendment was mailed or delivered electronically to the Commission members at least three days before the meeting.

Adopted this 15th day of December, 2015 .

LAKE CITY CHARTER COMMISSION