

**CITY OF WEST ST. PAUL
CHARTER COMMISSION
BYLAWS**

**ARTICLE I
NAME AND PURPOSE**

The name of this organization shall be the West St. Paul Charter Commission. The purpose and responsibility of the West St. Paul Charter Commission (Charter Commission) shall be to consider the form of municipal government which best meets the needs of the people and to frame and amend a charter for the City of West St. Paul (City) in furtherance of those purposes as provided by law.

**ARTICLE II
MEMBERS**

The Commission shall consist of eleven (11) qualified voters of the City.

**ARTICLE III
APPOINTMENTS, TERMS, VACANCIES**

- A. Appointments. All appointments shall be made by order of the Chief Judge of the First Judicial District.
- B. Term. Members of the Charter Commission are appointed for a term of four (4) years. Members shall hold office until March 1 of their expiring terms or until their successors are appointed and qualify.
- C. Vacancies. A vacancy may occur by expiration of a term, death, resignation, disqualification, disability or removal. A member with four (4) or more absences in a year or who fails to perform the duties of office shall be subject to removal by the district court upon certification of the facts to the court by the Charter Commission. When a vacancy occurs, the Charter Commission shall review applications and make a recommendation for appointment to the Chief Judge of the First Judicial District.

**ARTICLE IV
OFFICERS**

The Charter Commission will elect a chair and vice-chair from among its members for a term of one year. The chair, or in the absence of the chair, the vice-chair, presides at meetings so as to keep them moving as rapidly and efficiently as possible and shall remind members and guests to only address the subject matter on the published agenda.

ARTICLE V DUTIES

The Charter Commission shall have all powers and duties as provided by law.

ARTICLE VI STAFF

The Charter Commission may employ attorneys, consultants, a secretary and other persons as necessary to assist the Commission in its work. Funding of Charter Commission expenses shall be taken care of as provided by law.

ARTICLE VII MEETINGS

- A. Regular Meetings. The Charter Commission shall meet at least once during each calendar year to hold an annual organizational meeting. Prior to June of every even-numbered year, the Charter Commission shall meet to review the salaries of the Mayor and City Council pursuant to Charter Section 2.07 subd. 2.
- B. Special Meetings. A special meeting may be called by the chair or any three (3) members of the Charter Commission.
- C. Notice of Meetings. Written notice of any special meeting stating the time, place and the purpose shall be posted at least three (3) days in advance. Charter Commission members shall be provided at least eight (8) days' advanced notice of the time, place and purpose of the meeting.
- D. Minutes of Meetings. The Charter Commission shall keep minutes of its meetings. Copies of all minutes, motions and resolutions shall be available to the public upon request, unless such information can be considered nonpublic data pursuant to the Minnesota Government Data Practices Act.
- E. Quorum. A quorum of six (6) members must be present to conduct business.
- F. Voting Requirements. There must be an affirmative vote of no less than six (6) members to pass action on matters that would result in a Charter amendment, to adopt or amend bylaws or to suspend a specific rule of the bylaws. For all other matters, an affirmative vote of no less than a majority vote of the members present is required.

**ARTICLE VIII
RULES OF PROCEDURE**

- A. Roberts Rules of Order. The most current edition of Robert’s Rules of Order shall govern the conduct of Charter Commission meetings so long as they are not inconsistent with these bylaws.

- B. Amendments to Bylaws. The Charter Commission may make, amend or repeal bylaws at any regular or special meeting by an affirmative vote of no less than six (6) members, provided, that the proposed amendment was sent to the Commission not less than eight (8) days in advance of the meeting at which action thereon is to be taken.

- C. Temporary Suspension of the Bylaws. In special circumstances, the Charter Commission may suspend a specific rule of the bylaws by 2/3 vote of the members present, or by 6 votes, whichever is more.

**ARTICLE IX
ANNUAL REPORTING REQUIREMENTS**

On or before December 31 of each year, the Charter Commission shall submit to the Chief Judge of the First Judicial District and to the Clerk of the City an annual report outlining the Charter Commission’s activities and accomplishments for the current calendar year.

Section 5.01 Amended 2/13/97
Sections 4.00 and 5.01 Amended 5/18/99
Section 3.00 Amended 10/14/04
Section 3.00 Amended 2/3/05
Section 4.02 and 5.04 Amended 3/12/08
Section 3.00, 4.02 and 5.04 Amended 5/3/12
Section 3.03 added 12/1/15
Section 3.02 Amended 5/22/18
Complete Revision 9/11/18