

To: **Charter Commission**
Through: **Ryan Schroeder, City Manager**
From: **Kori Land, City Attorney**
Date: **Sept. 11, 2018**

Election of Officers

BACKGROUND INFORMATION:

The Bylaws require that a Chair, Vice Chair and Secretary be elected annually between July and December. An officer may be elected to successive terms without limitation.

The current officers are as follows:

Chair – Mark Tessmer
Vice Chair – Aaron VanMoorlehem
Secretary – Wendy DeVore

While the existing Bylaws require someone to be named as Secretary, the new draft Bylaws do not require such a position. The Secretary really serves in name only and has no responsibilities. It is not a position required by statute and was most likely created so that someone would keep minutes of the meetings. While the new Bylaws require the keeping of minutes, the City provides a recording secretary for all of its commissions and committees.

STAFF RECOMMENDATION:

Appoint a Chair and Vice Chair only. We suggest waiting to appoint a Secretary until after you adopt new Bylaws. If you decide to keep the Secretary position, you can appoint someone after you adopt the Bylaws.