

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

## **Bylaws Discussion**

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### **BACKGROUND INFORMATION:**

At your meeting on May 22, 2018, we presented DRAFT Bylaws for your consideration. At that meeting, you changed the Charter Commission appointment process to provide that when a vacancy occurs, the Charter Commission will submit names directly to the Chief Judge. This change has been incorporated into the Bylaws at new Article III C.

As you may recall, the existing Bylaws have not been significantly amended in quite some time. The City Council requested that all commissions and committees review their Bylaws to try to provide uniformity where possible, but also to update the Bylaws and make them more efficient. Below is a summary of the new Bylaws starting with each new section, but noting the old Bylaws section number where applicable, as a reference:

#### *I Name and Purpose*

Substantially the same as Old Sections 1.00 and 2.00

#### *II Members*

Substantially the same as Old Section 3.00

#### *III Appointments, Terms, Vacancies*

- A. Appointments – This process is stated in Minn. Stat. §410.05 subd. 1. Appointments are officially made by the Chief Judge of the district court.
- B. Term – 4 years is required by Minn. Stat. §410.05 subd. 2. This language is found in Old Section 3.03.
- C. Vacancies – Most of these requirements are found in Minn. Stat. §410.05 subd. 2, with the addition of the recommendation process to the Chief Judge that was added at your last meeting, the authority for which is found at Minn. Stat. §410.05 subd. 3. Old Section 3.02 had some of this language as well.

Removed Old Section 3.01 (Voting rights)

#### *IV Officers*

This Section combines Old Sections 5.00, 5.01, and 5.02. Old Section 5.00 required 3 Officers – Chair, Vice Chair and Secretary. Since the Secretary is not really responsible for minutes and has no other duties, this officer position has been removed. Old Section 5.01 required an organizational meeting between July and December to elect Officers, but we have had trouble holding to that schedule. As long as Officers are elected annually, we did not see a need to tie it to a particular timeframe. Old Section 5.02 contained the Duties of the Officers.

We removed Sections 5.03 (resignation) and 5.04 (removal) as these felt unnecessary.

#### *V Duties*

This is a new section that we added to all commission and committee Bylaws. It is known as the “all powers” clause and has been found useful in a court of law, in case we missed adding a specific statutory power to the Bylaws.

#### *VI Staff*

This section is identical to the Old Section 7.00. The authority can be found in Minn. Stat. §410.06.

#### *VII Meetings*

- A. This is substantially taken from Old Section 4.00 and Minn. Stat. §410.05 subd. 4, with the removal of the timeframe of the organizational meeting, as stated earlier. We also added the requirement that the Commission must review Council salaries every other year, as required by Charter Section 2.07 subd. 2.
- B. All Special Meetings of public bodies require 3 days’ advance posted notice, by law. I prefer to leave the statutory posting notice period as set by law. However, the Commission can require 8 days’ notice to members, which is the current language. These different notice periods are not inconsistent because the 3-day statutory posting notice is for the City Clerk to post it at City Hall. The 8-day notice is for giving notice to the Commission members. These provisions for Special Meetings were found in Old Sections 4.01 and 4.05. There is ambiguity in the Bylaws if we do not specifically address the posting notice period.
- C. This is Old Section 4.00, with the addition that the posting and publishing of meetings must comply with state law.
- D. This is a new section on Minutes that we put in all commission and committee Bylaws.
- E. This is the part of Old Section 4.02 regarding a quorum.
- F. This is the rest of Old Section 4.02 regarding voting requirements for various actions. Hopefully it makes it clearer by breaking it into 2 sections.

We removed Old Sections 4.03 (adjourned meetings), 4.06 (telephone notice), 4.07 (statutory meetings), 4.08 (order of Agenda), and 4.09 (distribution of documents)

#### *VIII Rules of Procedure*

- A. This is the same as Old Section 4.04.
- B. This is basically the same as Old Section 10.00.
- C. This is a new section that allows the Commission to suspend its rules by 2/3 vote. It provides flexibility in unforeseen situations.

*IX Annual Reporting*

This is the same as Old Section 8.00, except we removed the provision that required the report to be sent to the Commission members 15 days before filing it with the court.

Old Sections 6.00 (committees), 8.01 (committee reports) and 9.00 (commission year) were removed.

**STAFF RECOMMENDATION:**

Review and consider adoption of the Amended Bylaws.

**ATTACHMENTS:**

New DRAFT Bylaws

Existing Bylaws

Redline of Existing Bylaws

**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 or to adopt or amend 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 or any special rules of the City Council.
- 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.

**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

**CITY OF WEST SAINT PAUL CHARTER COMMISSION**

**BYLAWS**

**ARTICLE I**

**NAME**

1.00 Name. The name of this organization shall be the West Saint Paul Charter Commission (Commission).

**ARTICLE II**

**PURPOSE**

2.00 Purpose. The purpose of this organization 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 Saint Paul (City) in furtherance of those purposes as provided by law.

**ARTICLE III**

**MEMBERSHIP**

3.00 Qualifications. The Commission shall be composed of eleven (11) qualified voters of the City who have been appointed as provided by law.

3.01 Voting Rights. Each member of the Commission in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

3.02 Removal. Any member who fails to perform the duties of his office and has failed to attend four consecutive meetings without being excused by the Chairperson or the Commission shall be subject to removal by order of the chief judge of the district court of Dakota County upon certification of such facts to the court by the Commission.

3.03 Term. Charter Commission members shall hold office for a term of four years, and until their successors are appointed and qualify. Terms shall begin on March 1 and expire on the last day of February.

#### **ARTICLE IV MEETINGS**

4.00 Regular Meetings. Regular meetings of the Commission shall be held at the City Hall. An annual organizational meeting shall be held between July and December of each year. All meetings of the Commission and any of its committees shall be open to the public.

4.01 Special Meetings. A special meeting of the Commission may be called for any purpose by the chairperson and must be called by the chairperson or any of the officers upon written request by any three or more members. Special meetings shall be held at the City Hall or such other public place as the Commission shall designate.

4.02 Quorum and Vote Requirements. (1) A quorum of six (6) members must be present to conduct business; (2) there must be an affirmative vote of no less than six (6) members to pass action on matters that would result in an amendment to the Charter, or remove an incumbent officer or adopt or amend bylaws; (3) there must be a majority vote of the quorum to pass any action not covered in items (1) and (2) herein; and (4) there must be an affirmative vote of no less than six (6) members to rescind action previously taken on matters that would result in an amendment to the Charter.

4.03 Adjourned Meetings. In the absence of a quorum, any meeting may be adjourned from time to time. If any meeting of the Commission is adjourned by reason thereof to another time or place, not less than two (2) days written notice of such adjourned meeting shall be given to all members.



4.04 Conduct of Meeting. In all matters not covered in Section 4.02 above, Robert's Rules of Order shall govern the conduct of Commission meetings.

4.05 Notice of Meetings. Written notice of any special meeting stating the time, place and the purpose shall be mailed at least eight (8) days prior to the meeting to each member of the Commission at the member's address shown on the records of the Commission. Notice of the time, place and purpose of any special meeting may be waived orally or in writing by any member. Such waiver may be given before or after the meeting and shall be filed with the secretary and entered on the records of the meeting. By attending the meeting and taking part therein without noting objection at the beginning of the meeting, a member shall be deemed to have waived objection to the notice.

4.06 Telephone Notice. Telephone calls reminding members of regular or special meetings are solely for convenience of members and failure of a member to receive a telephone call shall not be a valid excuse for an absence from a properly called meeting.

4.07 Statutory Meetings. Notwithstanding any provision of these bylaws to the contrary, the Commission shall be convened upon presentation of a petition signed by at least ten percent (10%) of the number of voters of the city as shown by the returns of the last annual municipal election or upon resolution approved by a majority of the governing body of the City requesting the Commission to convene.

4.08 Agenda. Unless the Commission shall otherwise determine, the agenda of the Commission meetings, except for special meetings, shall be as follows:

1. Commission administrative matters; i.e. approval of minutes, appointment of committees and committee chairperson, etc.
2. Reports from committees.

3. Introduction of proposed amendments.
4. Other business.

4.09 Distribution of Documents. The agenda and the minutes of each meeting shall be mailed or delivered to each member at least two (2) days in advance of the next scheduled meeting of the Commission and shall also be mailed to the City designated official newspaper.

## **ARTICLE V**

### **OFFICERS**

5.00 Officers. The officers of the Commission shall be a chairperson, a vice chairperson and a secretary.

5.01 Term. Officers shall be elected by the members annually at an organizational meeting held between July and December. The term of office of each officer shall be until the next regular election meeting of the succeeding year and until the election of a successor. An officer may be elected to successive terms without limitation.

5.02 Duties. The chairperson shall preside at meetings of the Commission, see that all orders and resolutions of the Commission are carried into effect, prepare and file the Commission's annual report and perform other duties prescribed by the Commission. The vice chairperson shall preside at the meetings in the absence of the chairperson. The secretary shall oversee keeping of the minutes of meetings and distribution of documents and minutes of meetings as provided in Section 4.09.

5.03 Resignation. Any officer may resign his office at any time. Such resignation shall be made in writing, submitted to the Chairperson and shall take effect upon such submission.

5.04 Removal. Any officer may be removed without any reason upon the affirmative vote of six (6) members.



**ARTICLE VI  
COMMITTEES**

6.00 Committees. The Commission may establish such committees as it deems necessary to discharge its duties. The chairperson shall appoint the membership of such committees from members of the Commission and may, with the approval of the members, appoint nonmembers to such committees. The chairperson may designate as chairperson one of the committee members who is also a member of the Commission. A committee so designated shall report its recommendations to the Commission which may either accept, reject or modify said recommendations.

**ARTICLE VII  
ATTORNEYS AND CONSULTANTS**

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

**ARTICLE VIII  
REPORTING REQUIREMENTS**

8.00 Annual Reports. The chairperson shall submit to the chief judge of the district court of Dakota County and to the Clerk of the City on or before December 31 of each year an annual report outlining the Commission's activities and accomplishments for the current calendar year. The annual report shall be mailed to the members fifteen (15) days prior to filing the report with the court.

8.01 Committee Reports. The reports of any committee shall be presented to the Commission prior to public dissemination.

**ARTICLE IX**  
**COMMISSION YEAR**

9.00 Commission Year. The Commission year will commence January 1 and terminate December 31 of each year.

**ARTICLE X**  
**ADOPTION AND AMENDMENTS**

10.00 Adoption and Amendments. The Commission may make, amend or repeal bylaws at any regular or special meeting of the Commission, provided, however, that after adoption of initial bylaws the text of any proposed amendment thereof shall be sent to members not less than eight (8) days in advance of the meeting at which action thereon is to be taken.

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

**CITY OF WEST ~~SAINT-ST.~~ PAUL  
CHARTER COMMISSION  
BYLAWS**

**ARTICLE I  
NAME**

~~1.00—Name. The name of this organization shall be the West Saint Paul Charter Commission (Commission).~~

**ARTICLE II  
PURPOSE**

~~2.00—Purpose. The purpose and responsibility of the Charter Commission of this organization 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 ~~Saint-St.~~ Paul (City) in furtherance of those purposes as provided by law.~~

**ARTICLE II  
MEMBERSHIP**

~~3.00—Qualifications. The Commission shall be composed consist of eleven (11) qualified voters of the City ~~who have been appointed by the Chief Judge following a recommendation of the Charter Commission.~~~~

~~3.01—Voting Rights. Each member of the Commission in good standing shall be entitled to one vote on each matter submitted to a vote of the members.~~

~~3.02—Removal. Any member who fails to perform the duties of his office and has failed to attend four consecutive meetings without being excused by the Chairperson or the Commission shall be subject to removal by order of the chief judge of the district court of Dakota County upon certification of such facts to the court by the Commission.~~

**ARTICLE IARTICLE III  
APPOINTMENTS, TERMS, VACANCIES**

~~A. Appointments. All appointments shall be made by order of the Chief Judge of the First Judicial District.~~

~~B. 3.03—Term. Charter Members of the Commission members are appointed shall hold office for a term of four (4) years. Members, and shall hold office until March 1 of their expiring terms or until their successors are appointed and qualify. Terms shall begin on March 1 and expire on the last day of February.~~

~~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 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.

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**OFFICERS**

The 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.

5.00 — Officers. The officers of the Commission shall be a chairperson, a vice chairperson and a secretary.

5.01 — Term. Officers shall be elected by the members annually at an organizational meeting held between July and December. The term of office of each officer shall be until the next regular election meeting of the succeeding year and until the election of a successor. An officer may be elected to successive terms without limitation.

5.02 — Duties. The chairperson shall preside at meetings of the Commission, see that all orders and resolutions of the Commission are carried into effect, prepare and file the Commission's annual report and perform other duties prescribed by the Commission. The vice chairperson shall preside at the meetings in the absence of the chairperson. The secretary shall oversee keeping of the minutes of meetings and distribution of documents and minutes of meetings as provided in Section 4.09.

5.03 — Resignation. Any officer may resign his office at any time. Such resignation shall be made in writing, submitted to the Chairperson and shall take effect upon such submission.

5.04 — Removal. Any officer may be removed without any reason upon the affirmative vote of six (6) members.

**ARTICLE V**  
**DUTIES**

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

**ARTICLE VI**  
**STAFF**

**ATTORNEYS AND CONSULTANTS**

~~7.00—Employment.~~ The Commission may employ attorneys, consultants, a secretary and other persons as necessary to assist the Commission in its work. Funding of Commission expenses shall be taken care of as provided by law.

## ~~ARTICLE III~~ ARTICLE VII MEETINGS

- A. 4.00—Regular Meetings. ~~Regular meetings of~~ The Commission shall ~~be held at the City Hall meet at least once during each calendar year to hold.~~ ~~A~~ an annual organizational meeting shall be held between July and December of each year. ~~All meetings of the Commission and any of its committees shall be open to the public. Prior to June of every even-numbered year, the Commission shall meet to review the salaries of the Mayor and Council pursuant to Charter Section 2.07 subd. 2.~~
- B. 4.01—Special Meetings. A special meeting ~~of the Commission~~ may be called ~~for any purpose by the chair person and must be called by the chairperson or any of the officers upon written request by any three (3) or more members of the Commission.~~ Special meetings shall be held at the City Hall or such other public place as the Commission shall designate.
- C. 4.05—Notice of Meetings. Written notice of any special meeting stating the time, place and the purpose shall be ~~mailed posted~~ at least ~~three (3) days eight (8) days~~ prior to the meeting to each member of the Commission at the member's address shown on the records of the Commission in advance. Commission members shall be provided at least eight (8) days' advanced notice of the time, place and purpose of the meeting. ~~Notice of the time, place and purpose of any special meeting may be waived orally or in writing by any member. Such waiver may be given before or after the meeting and shall be filed with the secretary and entered on the records of the meeting. By attending the meeting and taking part therein without noting objection at the beginning of the meeting, a member shall be deemed to have waived objection to the notice.~~
- D. Minutes of Meetings. The 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. 4.02—Quorum and Vote Requirements. ~~(1)~~ A quorum of six (6) members must be present to conduct business.
- F. Voting Requirements. ~~;(2) there~~ There must be an affirmative vote of no less than six (6) members to pass action on matters that would result in ~~an amendment to the a~~ Charter amendment, or remove an incumbent officer or to adopt or amend bylaws; ~~(3).~~ For all other matters, ~~there must be an affirmative vote of no less than~~ a majority vote of the quorum ~~the members present is required to pass any action not covered in items (1) and (2)~~



herein; and (4) there must be an affirmative vote of no less than six (6) members to rescind action previously taken on matters that would result in an amendment to the Charter.

~~4.03—Adjourned Meetings. In the absence of a quorum, any meeting may be adjourned from time to time. If any meeting of the Commission is adjourned by reason thereof to another time or place, not less than two (2) days written notice of such adjourned meeting shall be given to all members.~~

ARTICLE VIII  
RULES OF PROCEDURE

~~4.04—~~

~~A. Conduct of MeetingRoberts Rules of Order. In all matters not covered in Section 4.02 above,The most current edition of Robert's Rules of Order shall govern the conduct of Commission meetings so long as they are not inconsistent with these bylaws or any special rules of the Council.~~

~~B. 10.00—Adoption and Amendments to Bylaws. The Commission may make, amend or repeal bylaws at any regular or special meeting by an affirmative vote of no less than six (6) members of the Commission, provided, ~~however,~~ that after adoption of initial bylaws ~~the text of any~~that the proposed amendment thereof shall be was sent to the members 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 Commission may suspend a specific rule of the bylaws by 2/3 vote of the members present.~~

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~~4.06—Telephone Notice. Telephone calls reminding members of regular or special meetings are solely for convenience of members and failure of a member to receive a telephone call shall not be a valid excuse for an absence from a properly called meeting.~~

~~4.07—Statutory Meetings. Notwithstanding any provision of these bylaws to the contrary, the Commission shall be convened upon presentation of a petition signed by at least ten percent (10%) of the number of voters of the city as shown by the returns of the last annual municipal election or upon resolution approved by a majority of the governing body of the City requesting the Commission to convene.~~

~~4.08 — Agenda. Unless the Commission shall otherwise determine, the agenda of the Commission meetings, except for special meetings, shall be as follows:~~

- ~~1. — Commission administrative matters; i.e. approval of minutes, appointment of committees and committee chairperson, etc.~~
- ~~2. — Reports from committees.~~
- ~~3. — Introduction of proposed amendments.~~
- ~~4. — Other business.~~

~~4.09 — Distribution of Documents. The agenda and the minutes of each meeting shall be mailed or delivered to each member at least two (2) days in advance of the next scheduled meeting of the Commission and shall also be mailed to the City designated official newspaper.~~

## ~~ARTICLE V~~

### ~~OFFICERS~~

~~5.00 — Officers. The officers of the Commission shall be a chairperson, a vice chairperson and a secretary.~~

~~5.01 — Term. Officers shall be elected by the members annually at an organizational meeting held between July and December. The term of office of each officer shall be until the next regular election meeting of the succeeding year and until the election of a successor. An officer may be elected to successive terms without limitation.~~

~~5.02 — Duties. The chairperson shall preside at meetings of the Commission, see that all orders and resolutions of the Commission are carried into effect, prepare and file the Commission's annual report and perform other duties prescribed by the Commission. The vice chairperson shall preside at the meetings in the absence of the chairperson. The secretary shall oversee keeping of the minutes of meetings and distribution of documents and minutes of meetings as provided in Section 4.09.~~

~~5.03 — Resignation. Any officer may resign his office at any time. Such resignation shall be made in writing, submitted to the Chairperson and shall take effect upon such submission.~~

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~~nonmembers to such committees. The chairperson may designate as chairperson one of the committee members who is also a member of the Commission. A committee so designated shall report its recommendations to the Commission which may either accept, reject or modify said recommendations.~~

## **ARTICLE VII**

### **ATTORNEYS AND CONSULTANTS**

~~7.00—Employment. The Commission may employ attorneys, consultants, a secretary and other persons as necessary to assist the Commission in its work. Funding of Commission expenses shall be taken care of as provided by law.~~

## **ARTICLE IX**

### **ANNUAL REPORTING REQUIREMENTS**

~~8.00—Annual Reports. On or before December 31 of each year, The the Commission chairperson shall submit to the chief judge of the district court of Dakota County Chief Judge of the First Judicial District and to the Clerk of the City ~~on or before December 31 of each year~~ an annual report outlining the Commission's activities and accomplishments for the current calendar year. ~~The annual report shall be mailed to the members fifteen (15) days prior to filing the report with the court.~~~~

~~8.01—Committee Reports. The reports of any committee shall be presented to the Commission prior to public dissemination.~~

**ARTICLE IX**

**COMMISSION YEAR**

~~9.00 Commission Year. The Commission year will commence January 1 and terminate December 31 of each year.~~

**ARTICLE X**

**~~ADOPTION AND AMENDMENTS~~**

~~10.00 Adoption and Amendments. The Commission may make, amend or repeal bylaws at any regular or special meeting of the Commission, provided, however, that after adoption of initial bylaws the text of any proposed amendment thereof shall be sent to members not less than eight (8) days in advance of the meeting at which action thereon is to be taken.~~

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