



CHARTER COMMISSION MEETING AGENDA

September 21, 2016 - 8:00 AM

City Hall Boardroom

Call to Order

Roll Call

Approval of Minutes

1. June 8, 2016 Minutes

Reports of the Chair, Officers, Commissions and Committees

Public Comment

Unfinished Business

2. Board/Commission Update
3. Bylaws Update
 - A. Resolution to Amend the Moorhead Charter Commission Bylaws

New Business

Adjourn



**City of Moorhead
Charter Commission
Meeting Minutes
June 08, 2016 at 8:00 AM
City Hall Boardroom**

Roll call of the members was made as follows:

Call to Order

Meeting was called to order at 8:02 am

Roll Call

Roll call of the members was made as follows:

Board Member:	Eldon Wollman	Present
Board Member:	Russ Hanson	Present
Board Member:	Julian Dahlquist	Absent
Board Member:	Ken Tangen	Present
Board Member:	Angelique Gehring	Present
Board Member:	Darvin Landa	Absent
Board Member:	James Steen	Present until 9:00 am
Board Member:	Athena Gracyk	Absent
Board Member:	Ronald Hagemann	Present
Board Member:	Tom Krabbenhoft	Present
Board Member:	Doug Fagerlie	Present
Board Member:	Bradley Vesta	Present
Board Member:	Michael Friesen	Present

Guests present:

Sarah Wear

Michelle French

Assistant City Attorney

City Clerk

Approval of Minutes

March 16, 2016 Minutes

Motion to approve minutes of March 16, 2016 by Tangen seconded by Friesen; motion approved by unanimous vote.

Reports of the Chair, Officers, Commissions and Committees

No reports were made.

Public Comment

No public comment was made.

Unfinished Business

A. Bylaws Update

The Charter Commission discussed the attendance requirements.

Motion to change the verbiage to "If any member has excused absences for two consecutive meetings, the secretary of the Commission will follow the policy adopted by the Commission in Regard to absences" seconded by Gehring; motion approved by unanimous vote.

A policy will be drafted after the Charter Commission approves the Bylaws Update.

Discussion occurred regarding the annual meeting.

Motion to change the annual meeting shall be held each calendar year and remove February was made by Tangen and seconded by Friesen; motion approved by unanimous vote.

B. Standard Operating Procedure for Council Appointments

New Business

Discussion occurred regarding a meeting conflict for the next regularly scheduled meeting for September 14, 2016.

Motion to reschedule the next meeting to September 21, 2016 at 8:00 am in the City Hall Boardroom was made by Hagemann seconded by Hanson; motion approved by unanimous vote.

Discussion occurred regarding the abbreviated minutes. Jim Steen stated that the Charter Commission should continue to follow Roberts Rules of Order.

Adjourn

Meeting adjourned at 9:11 am.

*Respectfully submitted by:
Michelle French, City Clerk*

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION TO AMEND THE
MOORHEAD CHARTER COMMISSION BYLAWS

WHEREAS, during its March 16, 2016, meeting, the Moorhead Charter Commission Members discussed an amendment to Article V of the Moorhead Charter Commission Bylaws (hereinafter the "Bylaws"); and

WHEREAS, Article III(F) of the Bylaws currently states that when any member is absent for four consecutive meetings without being excused by the Commission, the secretary shall file a certificate with the court, setting forth those facts and the district court shall thereupon make its order of removal; and

WHEREAS, the Moorhead Charter Commission has determined that the Bylaws should be amended to reflect that when any member is absent for two consecutive meetings without being excused by the Commission, the secretary may file a certificate with the court, setting forth those facts and the district court shall thereupon make its order of removal

WHEREAS, Article IV(B) of the Bylaws currently states that an Annual Meeting shall be held each February; and

WHEREAS, the Moorhead Charter Commission has determined that the Bylaws should be amended to reflect that an Annual Meeting shall be held each calendar year; and

WHEREAS, Article V(A)(2) of the Bylaws currently states that officers shall be elected for one-year terms at the Annual Meeting in February; and

WHEREAS, the Moorhead Charter Commission has determined that the Bylaws should be amended to reflect that officers shall be elected at the Moorhead Charter Commission's first meeting of the calendar year; and

WHEREAS, Article IX of the Bylaws provides that the Bylaws can be amended at any meeting of the Moorhead Charter Commission by 2/3 vote of those present, provided that the amendment has been submitted in writing to the members at least two weeks prior to the adoption of the amendment.

NOW THEREFORE, be it resolved as follows:

1. The proposed amendments were submitted in writing to the members at least two weeks prior to the adoption of these amendments.
2. Article Article III(F) of the Bylaws shall be amended as follows:

“All members shall be expected to attend all meetings but in the event of absence shall inform the Office of the City Clerk. When any member is absent for ~~four~~two consecutive meetings without being excused by the Commission, the secretary of the Commission ~~shall~~may 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. If any member has excused absences for two consecutive meetings, the secretary of the Commission will follow the policy adopted by the Commission in regard to absences. A copy of such policy is attached.”

3. Article IV(B) of the Bylaws shall be amended as follows:

“An Annual Meeting shall be held each ~~February~~calendar year. At this ~~a~~Annual m~~Meeting~~, the Commission shall elect officers and set meetings for the year.”

4. Article V(A)(2) of the Bylaws shall be amended as follows:

“The officers shall be elected for one-year terms at the ~~Annual Meeting in February~~Commission’s first meeting of the calendar year. No officer shall serve more than two consecutive terms, excluding filling an unexpired term.”

5. The language that is ~~stricken~~ in paragraphs 2, 3 and 4 shall be deleted from the Bylaws, and language that is underlined shall be new language to be added to the Bylaws.

6. The Secretary of the Moorhead Charter Commission is hereby directed to take the steps necessary to have the above-described amendment reflected in the Bylaws in the records of the Moorhead Charter Commission.

Dated: September _____, 2016.

APPROVED:

Chair

ATTEST:

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. On roll call vote the following commissioners voted aye: _____ . The following commissioners voted nay: _____. The following commissioners were absent and not voting: _____.

The majority having voted _____, the motion _____ and the resolution was duly _____.