



## **STAFF REPORT**

DATE: July 2<sup>nd</sup>, 2019

### **CONSENT**

**TO:** City Council  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Parks Commission By-laws  
**REVIEWED BY:** Kristina Handt – City Administrator

---

### **BACKGROUND:**

In November of 2018, the Parks Commission voted to amend Chapter 32 of the City Code. This section directly relates to the way that the Parks Commission will function. Some of the amended language was intentionally removed because it would be more appropriate in the By-laws than it would in an ordinance. Based on this code change, Staff has now prepared By-laws for the Parks Commission. The drafted By-laws work to serve as an operational guide for Commission. The Parks Commission did have an opportunity to review the drafted By-laws at the June 17<sup>th</sup> meeting, their comments are incorporated into the Recommendation section of the report.

### **ISSUE BEFORE THE COMMISSION:**

Would the City Council like to approve the proposed By-laws for the Parks Commission?

### **PROPOSAL:**

There are certain aspects of local government operations that are appropriate to have in ordinances and there are certain points that should be encumbered through By-laws or policies. Staff pulled multiple examples from other communities, used the meeting guide that the Council follows, and worked off of Chapter 32 to draft the By-laws for the Parks Commission. After reviewing several examples of By-laws, Staff has concluded that there should be 7 sections in the By-laws for the Commission to work from. By-laws can and should be amended from time to time to maintain effective meeting flow and to reflect current policies and practices of the City. The following is a listing of the proposed sections for the By-laws.

### **Officers and Duties**

This section lays out expectations for all of the members and has specific language for the Chair and Vice Chair. Much of this section is in line with the ordinance and is very similar to other community examples. The Commission asked for one amendment to the draft and that was to add point D. Under Chair to the By-laws. Staff is supportive of this addition.

### **Meetings:**

Some of the language in the By-laws is redundant when compared to Chapter 32, it should be known that Chapter 32 holds more weight than the By-laws. The intent of this section is to provide an outline for meetings and some basic “rules” for operation. The intent was to create an outline that is easily understood by Commission Members and the Public.

### **Order of Business:**

This section establishes the outline of how a recommendation should be made. The By-laws are meant to keep meetings orderly and on a formal level. Previously there were meetings when the Commission would make motions and discuss them without 2nds or make amendments without passing a vote, this made it difficult for Staff to accurately track. City Staff believes this draft will be understood by any reader. In short the topic and discussion should go as follows:

1. **Motion:** A member raises a hand to signal the chairperson that they want to make a motion. The Chair would then recognize the Commissioner and direct them to make their motion.
2. **Second:** Another member seconds the motion.
3. **Discussion:** The members debate/discuss the motion.
4. **Vote:** The chairperson then asks for affirmative (yes) votes, and then negative (no) votes.

**FISCAL IMPACT:**

Staff does not foresee a fiscal impact.

**RECOMMENDATION AND STAFF COMMENTS:**

Staff as well as the Parks Commission recommends approval of the drafted By-laws. The Parks Commission reviewed the By-laws at their June 17<sup>th</sup> 2019 meeting and voted 5-0 for approval with one amendment. Their amendment was to Section 3 Officers and Duties, specifically for the Chair. They added language to the By-laws stating “The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.” Staff supports their amendment.

**ATTACHMENTS:**

- Approving Resolution
- Proposed By-laws.
- Examples for Comparison.
  - Bear Lake, Benton County, Mounds, LMNC, and Scandia.

**CITY OF LAKE ELMO  
WASHINGTON COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2019-047**

**RESOLUTION APPROVING BY-LAWS FOR THE PARKS COMMISSION**

**WHEREAS**, The City of Lake Elmo amended Chapter 32 of the City Ordinances specifically for the operation of the Parks Commission on November 20<sup>th</sup> of 2018; and

**WHEREAS**, some language was removed from the original ordinance so it could be incorporated into a set of By-Laws for the Parks Commission; and

**WHEREAS**, the City Council has received and reviewed the proposed Parks Commission By-Laws on July 2<sup>nd</sup>, 2019;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Lake Elmo, does approve the By-Laws for the Parks Commission as they have been presented:

**ADOPTED**, by the Lake Elmo City Council on the 2<sup>nd</sup> day of July, 2019.

---

Mike Pearson  
Mayor

ATTEST:

---

Julie Johnson  
City Clerk



**City of Lake Elmo  
Parks Commission Bylaws**

*Approved by the City Council, February 21, 20XX*

**Section 1. Name.**

- A. The name of this Commission is the Lake Elmo Parks Commission, hereinafter called the “Commission.” Beyond the by-laws, the Commission is also regulated by Chapter 32 of the City Code.

**Section 2. Purpose and Mission.**

- A. The purpose of the Commission is to advise and provide recommendations to the Lake Elmo City Council on needs, investments, redevelopment, and community involvement as it pertains to the parks, trails, and recreation facilities within the City of Lake Elmo. A comprehensive list is further outlined in City Code Section 32.092.
- B. The mission of the Commission will to provide planned, quality public services consistent with the City’s character in a fiscally responsible manner.

**Section 3. Officers and Duties.**

- A. The Commission shall have a chair and vice-chair. The term of office shall be one year and determined by election at the first meeting of the year.

**Chair**

- A. The chair shall organize and lead all meetings of the Commission.
- B. The chair will lead the development of the Commission work plan, implementation of the long-range plan and list of annual priorities for approval by the Commission and by the City Council.
- C. If required, the Chair shall represent the Commission among other City Commissions and at City Council meetings.
- D. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

**Vice-Chair**

- A. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
- B. In the absence of the chair, the vice-chair shall assume the duties of the chair.

**Liaison**

- A. The Liaison shall be a member from the hired City Staff whose duties are to prepare reports and present information about specific items being discussed on the advertised agenda. Responsibilities also include the provision of recommendations from a Code perspective and to furnish reports containing the recommendations of the Commission for consideration by the City Council.
- B. Minutes of each Commission meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the Committee at the subsequent meeting.

**Duties.**

All Commission Members are responsible to:

- A. Fulfill the expectations of Section 32.092 of the Lake Elmo City Code.
- B. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;
- C. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;
- D. Establish and maintain effective public relations when representing the Commission and the City;
- E. Keep themselves up to date on the City Code and Policies related to Parks.
- F. Have an understanding that they represent all Lake Elmo residents and make recommendations on their behalf, to the best of their ability.
- G. Participate in any subcommittees to which they may be appointed.
- H. Commission members are strongly encouraged to perform site visits (if appropriate) to the location of the agenda item that will be discussed.
- I. Each member is required to cast a vote either recommending approval, denial, or abstention.



#### **Section 4. Meetings.**

- A. Regular meetings shall be held on the third Monday of each calendar month at 6:30 p.m. Any regular meeting falling upon a holiday shall be rescheduled and posted appropriately to conform to the State Open Meeting laws. Meetings shall be held at the Lake Elmo City Hall, unless notice of the alternate location is given to the members and the public at least 3 days in advance of the meeting. All Commissions meetings are open to the public.
- B. Special Meetings. Special meetings of the Commission may be called at any time by the chair or the vice-chair, in the chair's absence with 3 days advance notice to the public and to all Commission members.
- C. Meetings shall proceed and be conducted following Roberts Rules of Order.
- D. If a resident chooses to speak during a meeting the Chair shall allow them 6 minutes to state their stance to the Commission. During that time the Chair shall also request the individual to state their name and address. When speaking, transferring minutes from one speaker to another to increase another's allotted time to speak is not permitted.

#### **Quorum.**

- A. Four (4) members shall constitute a quorum.
  - i. When Members are not at a public meeting they must avoid discussing or responding to City Business when there are more than two members involved with the conversation. Doing so could easily constitute a violation of the State's open meeting laws. Members must abide by all aspects of the open meeting law including serial meetings and electronic communications.

#### **Section 5. Order of Business.**

##### **Order Established.**

Each regular meeting of the Commission will convene at the appointed time and place. Commission business shall be conducted in the following order:

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Comment for non-agenda items
- D. Approve Agenda
- E. Approve Minutes
- F. Action Items
  - i. Public Comment, by approval of the Chair (specific to the action item).
- G. Items for upcoming meetings
- H. Adjournment



## **Section 6. Notes to Order of Business.**

### **Agenda.**

- A. If a Commission member wishes to add an item to the agenda they must contact City Staff the Tuesday of the week before the meeting to make the request.

### **Reports.** The following is the order that agenda items should be presented and discussed.

- A. Introduction of item.
- B. Report by Staff or other presenter.
- C. Questions from Commission to presenter.
- D. Address questions/comments to applicant/presenter.
- E. At the discretion of the presiding Officer, a public comment period may be held. Each member of the public shall state his or her comments within a time period of 6 minutes. The Commission shall not interrupt or interact until public comments are completed.
- F. After steps D. and E. the Commission shall enter into a discussion which may include follow up questions to Staff or the Presenter.
- G. Following discussion the Commission may make a motion, followed by a second. Additional discussion may occur before a vote is taken. The results of the vote are announced by the Chair.

### **Public Comment.** At the discretion of the presiding officer, there may be a public comment period.

- A. A limited forum maybe be provided for members of the public to speak with the Commission on each agenda. Public comments during the public comment period are subject to the following limitations:
  - a. Speakers must be recognized by the presiding officer before speaking and are limited to 6 minutes for comment. Speaking time shall not be passed from one person to another with the intent of increasing speaking time;
  - b. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson;
  - c. The Chair should request speakers to sign up prior to speaking and provide their name, address, and a brief summary of the subject matter which they wish to address. The sign-up sheet will be available at the start of the Commission meeting;
- B. Commissioners shall not interrupt or interact with the public during the public comment period. This forum is not intended to serve as a back and forth discussion. Furthermore, the Commission will only discuss items that are on the agenda.
- C. If a topic is brought up during the public comment period which was not on the agenda, the Commission may direct Staff to add it to a future meeting agenda.

## **Section 7. Amendments.** Amendments may be made to the By-laws for the Commission so long as the request is established on an agenda for a regular meeting. These bylaws and amendments thereto are subject to approval by the City Council.

# **Village of Bear Lake**

## ***Planning Commission Bylaws***

The following rules of procedure are hereby adopted by the Village of Bear Lake Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

### **SECTION 1: Officers**

**A. Selection and Tenure**—At the first regular meeting each January, the planning commission shall select from its membership a chairperson and secretary, and vice-chairperson. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for successive terms for the same office.

**B. Chairperson**—The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.

**C. Vice-Chairperson**—The vice-chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.

**D. Secretary**—The secretary shall execute documents in the name of the planning commission and shall perform such other duties as the planning commission may determine.

1. **Minutes**—*The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the Village clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.*
2. **Correspondence**—*The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the planning commission. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the planning commission.*
3. **Attendance**—*The secretary shall be responsible for maintaining an attendance record for each planning commission member and report those records annually to the planning commission for inclusion in the annual*

*report to the Village Council.*

4. **Notices**—*The secretary shall oversee the issuance of such notices as may be required by the planning commission, including Open Meetings Act notices, as well as notice required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.*
5. **Other**—*If the Planning Commission so chooses, the Village of Bear Lake Clerk may assume duties of minutes and notices.*

## **SECTION 2: Meetings**

The business the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The planning commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

**A. Regular Meetings**—The planning commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the planning commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular planning commission meetings shall be posted at the principal Village office within 10 days after the planning commission's first meeting in each calendar year in accordance with the Open Meetings Act.

**B. Special Meetings**—Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the planning commission

Notice of special meetings shall be given to the members of the planning commission at least 24 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

**C. Notice**—Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.

**D. Public Hearings**—All public hearings held by the planning commission must be held as part of a regular or special meeting of the planning commission.

**E. Agenda**—The chairperson shall be responsible for preparing a tentative agenda for planning commission meetings. The agenda may be modified by action of the commission. Except where modified, the order of business for Commission meetings shall be as follows:



1. Call to Order
2. Roll Call and Determination of a Quorum
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Public Hearings
7. Old Business
8. New Business
9. Public Comments (non-agenda items)
10. Correspondence (non-agenda items)
11. Reports to the Commission
12. Commissioner Comments
13. Adjournment

**F. Quorum**—Three members of a five-member planning commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.

**G. Voting**—An affirmative vote of the majority of the members of the planning commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any commission member or directed by the chairperson. Except in the case of conflict of interest, all planning commission members, including the chairperson and ex officio member, shall vote on all matters.

**H. Public Records**—All meetings, minutes, records, documents, correspondence and other materials of the planning commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

### **SECTION 3: Duties of the Planning Commission**

The planning commission shall perform the following duties:

- A.** Prepare, review and update a master plan as a guide for development within the Village's planning jurisdiction.
- B.** Take such action on petitions, staff proposals and Village Council requests for amendments to the zoning ordinance as required.
- C.** Take such action on petitions, staff proposals and Village Council requests for amendments to the master land use plan as required.
- D.** Prepare an annual written report to the Village Council of the planning commission's operations and the status of planning activities, including recommendations regarding actions by the Village Council related to planning

and development. The Chairman shall present written report at the beginning of each calendar year.

**E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.

**F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.

**G.** Review subdivision proposals and recommend appropriate actions to the Village Council.

**H.** Perform other duties and responsibilities or respond as requested by any Village Council or commission.

#### **SECTION 4: Absences, Removals, Resignations and Vacancies**

**A.** To be excused, members of the planning commission shall notify the planning commission chairperson or other planning commission member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.

**B.** Members may be removed by the Village Council for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

**C.** A member may resign from the planning commission by sending a letter of resignation (via postal service or electronic mail) to the Village Council.

**D.** Vacancies shall be filled by the Village Mayor, with the approval of the Village Council. Successors shall serve out the unexpired term of the member being replaced.

#### **SECTION 5: Conflict of Interest**

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of Interest is defined by Village ordinance.

#### **SECTION 6: Amendments**

These bylaws may be amended at any meeting by a vote of the majority of the membership of the planning commission.

Adopted by the Village of Bear Lake Planning Commission at a regular meeting on XXX.

# **BY-LAWS OF THE BENTON COUNTY PARKS COMMISSION**

Article I: **Name of the Commission**

The name of the organization shall be the Benton County Parks Commission.

Article II: **Vision, Mission and Purpose**

Section 1. **Vision:**

The vision of the Parks Commission is to create, sustain and preserve excellent parks, trails and open spaces to enhance the lives of current and future generations of Benton County residents.

Section 2. **Mission:**

The mission of the Parks Commission is to contribute vision, leadership and recommendations to the Benton County Board of Commissioners for the best use and development of Benton County parks, trails and open spaces.

Section 3. **Purpose:**

The purpose for which this commission is organized shall be to work as a team to:

1. Study and determine the park, recreation and open space needs of the County and serve as an advisory body providing recommendations to the County Commissioners on matters pertaining to the planning, programming, evaluating and funding of park and recreation facilities and programs in accordance with Minnesota Statutes 398.31 to 398.36.
2. Recommend priorities to the County Commissioners, with reference to the Benton County Comprehensive Land Use Plan for the acquisition, development, operation and maintenance of recreation areas, natural areas, facilities and programs.

Article III: **Authorization**

The authorization for the establishment of this commission is set forth under Minnesota Statutes, Section 398.36. Duties are delegated to the Parks Commission by the Benton County Board of Commissioners by Ordinance #355 as amended, and power pursuant to Minnesota Statutes, Section 398.31 to 398.36.

Article IV: **Membership**

Section 1. **Commission Structure:**

The County Parks Commission shall consist of five (5) members: appointed by the County Board representing each Commissioner District. When no

qualified members are willing to serve from each Commissioner District, appointments may be made without regard to District residency. However, all Park Commission members shall be County residents at the time of appointment and for the duration of their term of office.

Article V: **Term of Office**

Section 1: **Term and Term Limits:**

The term of Park Commission members shall be for three (3) years, except initial terms shall be staggered so that no more than two members' terms expire in a given year. All regular terms shall expire December 31<sup>st</sup>. Current members must reapply for appointment, if interested. All members shall not serve more than three (3) consecutive three (3) year terms. Upon completion of the terms, a member may be eligible for reappointment after one (1) year of non-membership.

To ensure that the terms are staggered, the charter members will have the following initial terms:

Commissioner District 1 and 2:	1-year term
Commissioner District 3:	2-year term
Commissioner District 4 and 5:	3-year term

Section 2: **Early Dismissal:**

Any member of the Parks Commission who misses three consecutive meetings per year, or acts in a manner inappropriate to the duties of the Parks Commission is subject to removal at the pleasure of the County Board of Commissioners.

Article VI: **Vacancy**

Any vacancy in the regular membership prior to term expiration shall be filled by the County Board of Commissioners and such appointee shall serve for the unexpired term so filled. Said appointee may serve additional terms pursuant to Article IV, Section 2 and Article V, Section 1.

Article VII: **Officers**

Section 1. **Elections:**

Officers shall be elected at the first regularly scheduled meeting of the new year. The Parks Commission shall elect from its membership a chair and vice-chair who shall serve for a term of one year and shall be eligible for re-election.

Section 2. **Duties of Chair:**

The chair shall preside at all meetings of the Parks Commission and shall have the duties normally conferred by parliamentary usage of such officers. The Chair shall work with County staff to establish the meeting agenda

Section 3. Duties of Vice-Chair:

The vice-chair shall act for the chair in their absence.

Article VIII: **Compensation**

Commission members shall receive per diem and mileage reimbursement for attending meetings. Per diem and mileage reimbursement shall be based upon current rates and policies as established by the County Board.

Article IX: **Amending the Bylaws**

The Park Commission bylaws may be amended upon a recommendation from the Park Commission to the County Board. Bylaw amendments shall be effective upon County Board approval or at another date as set forth in County Board action.

Article X: **Meetings**

1. Meetings will be held as needed when called by the Park Commission Chair in consultation with County staff, but no less than twice per year.
2. The Commission may establish and appoint committees. These committees shall meet at the direction of the Commission and shall report back to the Commission.
3. All meetings shall be open to the general public and shall follow Roberts Rules of Order, Simplified and Applied, unless otherwise specified and/or applicable.

Article XI. **Quorum:**

1. A quorum consisting of a majority of duly appointed members shall be present at any meeting in which official action is taken.

**MOUNDS VIEW CHARTER COMMISSION  
BYLAWS**

Adopted: November 10, 2016

**ARTICLE I - THE COMMISSION**

**Section 1. Name of Commission.** The name of the Commission is the “Charter Commission of Mounds View, Minnesota.”

**Section 2. Purpose.** The purpose of the Charter Commission is to serve as custodians of the Mounds View City Charter in accordance with state laws, these bylaws and rules of the Charter Commission.

**Section 3. Office of Commission.** The offices of the Commission are at Mounds View City Hall for purposes of official Commission business.

**Section 4. Members.** The Commission is composed of up to and including nine (9) members. Members shall serve during their term and until their successors are appointed and have qualified, pursuant to Minnesota Statutes, Section 410.05, as amended.

**Section 5. Records.** Each member shall receive a copy of the City Charter and the Commission Bylaws. The current City Charter shall be kept on file at the City offices and made available for public review.

And

**Section 6. Review of Bylaws.** The Bylaws shall be reviewed at least once every two years.

**ARTICLE II - OFFICERS**

**Section 1. Officers.** The officers of the Commission are the Chair, Vice-Chair, Second Vice-Chair and Secretary.

**Section 2. Chair.** The Chair shall call the regular meetings of the Commission, prepare the agenda, preside at all meetings, oversee the implementation of the decisions of the Commission, forward any documents to the city for action or archive, and act as the primary liaison with City staff. The Chair retains all the rights and responsibilities held as a member of the Commission including the right to vote. By the December meeting each year, the Chair shall submit to the Commission for its approval, an annual report summarizing the activities and accomplishments of the Commission for the calendar year. The annual report to the Commission may contain the Chair’s recommendation for Commission activities for the ensuing year.

**Section 3. Vice-Chair.** The Vice-Chair shall perform the duties of the Chair during the Chair’s temporary absence, and shall perform such duties during any vacancy of that office until the Commission elects a new Chair.

**Section 4. Second Vice-Chair.** The Second Vice-Chair shall perform the duties of the Vice-Chair during the Vice-Chair’s temporary absence, and shall perform such duties during any vacancy of that office until the Commission elects a new Vice-Chair.

**Section 5. Secretary.** The Secretary shall prepare the records, record the minutes and votes at each meeting stating what was done, not what was said, and submit them to the Chair before the next regularly scheduled meeting. On or before December 31st of each year, the Secretary shall submit to the Chief Judge of the District Court the Chair's approved annual report outlining the Commission's activities and accomplishments. The Secretary shall forward a copy of the report to the City Administrator. The Commission may designate by majority voice vote an Assistant Secretary from the Charter Commission membership whose duties shall be to assist the Secretary, and to perform the duties of Secretary in the event of the absence or vacation of office by the Secretary until such time as the Commission elects a new Secretary.

**Section 6. Additional Duties.** The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission or its bylaws or rules.

**Section 7. Compensation; Expenses.** The members of the Commission shall receive no compensation, but the Commission may employ an attorney and other personnel to assist in amending or revising the City Charter, and the reasonable compensation and the cost of printing such charter, or any amendment or revision thereof, when so directed by the Commission shall be paid by the City. The amount of reasonable and necessary Commission expenses shall be so paid by the City in accordance with Minnesota Statutes Section 410.06, as amended.

**Section 8. Elections.** The Chair, Vice-Chair, Second Vice-Chair and Secretary shall be elected from among the members of the Commission within 90 days after November 1st of even-numbered years, and shall hold office for two years or until their successors are elected and qualified. The Chair shall conduct the election. Officers shall be declared elected and qualified by a simple majority vote of those present and voting. Nomination for the position of Chair requires one year of service on the commission to be eligible. No officer shall be eligible to hold more than six consecutive terms in the same office. In filling vacancies for unexpired terms, an officer who has served more than half of a term is considered to have served a full term in that office. Newly elected officers shall take office at the close of the meeting in which the election is held.

**Section 9. Vacancies.** A vacancy in the office of Chair, Vice-Chair, Second Vice-Chair or Secretary shall be filled by a special election by the Commission at its next meeting with the elected successor serving the unexpired term of office.

**Section 10. Appointments.** It is the responsibility of each individual member that is eligible for re-appointment to submit to the Judicial District Court Chief Judge the appropriate paper work for re-appointment consideration. A qualified and acting member shall be defined as a person who has been appointed by the Judicial District Court Chief Judge and has confirmed their acceptance of that appointment by signing and returning a notarized oath of acceptance.

## **ARTICLE III – MEETINGS**

**Section 1. Regular Meetings.** The Commission shall meet at least once during each calendar year. The Commission shall also meet upon presentation of a petition with signatures numbering at least ten percent of the total City of Mounds View ballots cast for President in the most recent Presidential election, or upon resolution approved by a majority of the City Council, requesting the Commission to convene, the commission shall meet to consider the proposals set forth in such petition or resolution. All meetings shall be held in the Mounds View City Hall unless meeting notices state otherwise. All meetings shall comply with the Minnesota Open Meeting Law (Minnesota Statutes, Section 471.705, as amended). The meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*.

**Section 2. Special Meetings.** The Chair or any two members of the Commission may call a special meeting to transact any business stated in the meeting notice in accordance with state law. Notice of the special meeting shall state the time, date, place and business to be conducted at the special meeting. Notices may be delivered by email or any method of contact that provides an acknowledgement of receipt of the notice. Any member that does not acknowledge receipt must have the notice delivered in person or mailed to the member's designated mailing address at least three days prior to the special meeting. The business to be considered at special meetings shall be limited to that stated in the meeting notice unless all members of the Commission are present and vote unanimously to conduct additional business.

**Section 3. Quorum.** In accordance with Minnesota Statutes Section 410.05, as amended, a quorum shall be defined as follows: If there are nine (9) qualified and acting members, then five (5) members shall constitute a quorum. If there are less than nine (9) qualified and acting members, then four (4) members shall constitute a quorum for the purpose of conducting the commission's business and exercising its powers and for all other purposes. If the commission lacks a quorum, a smaller number of members may set a time to reconvene the commission, continue to meet as a subcommittee if desired, and report their discussions to the commission.

**Section 4. Order of Business.**

The Commission shall use the following order of business at its meetings:

1. Call to Order
2. Roll Call.
3. Approval of Minutes.
4. Citizens Comments from the floor.
5. Reports of the Chair.
6. Reports from members or committees.
7. Unfinished Business.
8. New Business.
9. Adjournment.

Order of Business may be changed at a meeting by a majority vote of the commission members present.

**Section 5. Committees.**

The Commission may establish and appoint committees. Each committee must designate a Chair.



**Section 6. Discharge of Members.** Any member who has failed to attend four consecutive meetings, regular or special, without being excused by the Commission, may be discharged according to the provisions of Minnesota Statutes, Section 410.05, Subdivision 2, as amended.

#### **ARTICLE IV - AMENDMENTS AND REVISIONS**

**Section 1. Bylaws Amendment Procedure.** The Commission Bylaws may be amended by a resolution, made in writing, and adopted by a majority vote of qualified and acting members at a properly noticed meeting of the Commission.

**Section 2. Charter Amendment Procedures.**

The Charter may be amended as provided in Minnesota Statute 410.12, as amended, and summarized here by any one of the four following methods:

**Method 1.** The Charter Commission may by a majority vote of its members approve a resolution recommending an amendment to the Charter by Ordinance under Minnesota Statute 410.12 subd 7. Such an Ordinance must be published in the official newspaper two weeks prior to a public hearing on the matter and then requires an affirmative vote of all members of the City Council.

**Method 2.** The Charter Commission may by a majority vote of its members approve a resolution recommending an amendment to the Charter by requesting it be placed before the voters under Minnesota Statute 410.12 subd 1 - 4. If there is a general election scheduled to occur within six months, the City Council shall have such an amendment prepared and placed on the ballot at the general election. Proposed charter amendments must be submitted at least 12 weeks before the general election. If no general election is scheduled to occur within six months, the City Council shall prepare the amendment and call a special election within 90 days after the delivery of such amendment to the City Administrator.

**Method 3.** A number of voters equal to or greater than five percent of the total City of Mounds View ballots cast at the last State general election may, by petition, require the Charter Commission to review and request an amendment to the Charter which may then be submitted by the Charter Commission under the same guidelines set forth under method 1 or 2 above.

**Method 4.** The City Council may propose an amendment by ordinance without the initial request of the Charter Commission under Minnesota Statute 410.12 subd 5. Such an Ordinance shall be submitted to the Charter Commission for review and the Charter Commission can by request be granted an additional 90 days for review. After reviewing such proposed amendment, the Charter Commission shall approve or reject the proposed amendment or suggest a substitute amendment. The Council may submit to the people the amendment originally proposed by it or the substitute proposed by the Charter Commission.

Adopted: **November 10, 2016**



## LEAGUE OF MINNESOTA CITIES

# Constitution and Bylaws

As amended, June 2014

### ARTICLE I

#### Name

**Section 1.** This organization shall be known as the League of Minnesota Cities and shall be referred to in this document as the League.

### ARTICLE II

#### Purpose

**Section 1. General.** The purpose of the League is to sustain and advance the interests of its members by:

- A. Advocacy - Promoting and facilitating the development and expression of policies and positions concerning the structure and powers of local government, and represent those municipal interests before administrative, legislative, and judicial bodies at the local, state, and national levels.
- B. Training - Developing and providing—either alone or in concert with other governments, organizations or groups—conferences, seminars, workshops, and other training opportunities to help municipal officials better fulfill their responsibilities.
- C. Services - Developing and providing services and products for which individual members may not have adequate resources.
- D. Information - Encouraging the improvement of all phases of municipal government by collecting, developing, and providing information and advice on topics and issues affecting local governments, and by stimulating and fostering pertinent research projects.
- E. Facilitation - Fostering harmonious and cooperative relationships with local, state, and national organizations and agencies, as well as government entities at all levels, to explore common problems and develop mutually acceptable solutions.

### ARTICLE III

#### Membership

**Section 1. Membership.** Any Minnesota city and any township having the powers of a statutory city under Minnesota Statutes Section 368.01 or other Minnesota general or special law may, by proper action of its governing body and

the payment of current member dues, become a member of the League.

**Section 2. Termination of Membership.** Membership in the League is terminated or suspended whenever a member withdraws by giving written notice to the League or when a member fails to pay dues, fees or assessments established and required by the League Board of Directors. Any member that has failed to pay dues within 180 days of the beginning of the League's fiscal year shall cease to be a member until such time as all dues, fees or assessments are paid.

**Section 3. Delegates.** Any officer or employee of a member may upon payment of applicable fees and charges, participate in League programs and services and shall be eligible to be a delegate at any official League meeting.

**Section 4. Non-member Entities.** In order to help cover costs of League programs and services, reduce the dues and fees charged to members, and generally help the League accomplish its purposes, the League Board of Directors may, subject to such reasonable terms and conditions as it may determine, authorize or revoke authorization for entities or organizations not otherwise eligible to be members, to participate in some or all of the League's programs and services. However, in no event shall any such entity or organization be entitled to vote on any League matter.

### ARTICLE IV

#### Dues and Fees

**Section 1. Establishment.** The League Board of Directors shall set the annual dues for each member. The Board of Directors may increase the previous year's dues upon an affirmative vote of at least twelve members of the Board of Directors. Before acting on a proposed dues increase, written notice of the proposed increase shall be given to the members at least 60 days before the meeting at which the proposed increase will be considered.

**Section 2. Basis of Dues.** The dues for each member shall be based primarily on the population as established by the latest decennial Census, by an estimate made by the Metropolitan Council, or an estimate by the state demographer, whichever has the latest stated date.

**Section 3. Special Assessments.** A special assessment may be levied upon the members for League purposes upon recommendation of the Board of Directors and upon approval by a two-thirds vote of the members voting at an official member business meeting held in the manner indicated in Article VII.

## ARTICLE V

### Board of Directors

**Section 1. Composition and Terms.** A Board of Directors composed as follows shall govern the affairs of the League:

- A. Three Officers, consisting of a President, a First Vice-President, and a Second Vice-President, elected for one-year terms;
- B. Twelve Directors, elected for three-year terms (the terms shall be staggered so that at least four seats expire each year);
- C. Three ex-officio Directors, one designated by the Association of Metropolitan Municipalities, an organization serving metro-area cities; one designated by the Coalition of Greater Minnesota Cities, an organization serving greater Minnesota cities; and one designated by the Minnesota Association of Small Cities, an organization serving small cities. Such individuals shall serve one-year terms, beginning and ending at the League's annual business meeting, and shall be the President or an officer of the organization. None of these individuals shall serve more than three one-year terms. In the event any one of these individuals ceases to be the President or an officer of the designating organization, the designating organization shall designate the President or another officer to fill the remainder of the term. Filling a partial term shall be considered one of the three one-year terms that an individual may serve.
- D. The immediate Past-President of the League, provided that person continues to hold a Minnesota municipal office, ex-officio. In the event the immediate Past-President of the League can or will not serve, the Board may leave the position vacant or fill the vacancy with a Past-President who still holds a Minnesota municipal office; and
- E. The president or a vice-president of the National League of Cities, if a Minnesota city official, ex-officio.

The Board of Directors shall include an individual recommended by the City of Minneapolis and an individual recommended by the City of St. Paul. If a vacancy occurs in a seat held by a Minneapolis or St. Paul representative, then the Board shall fill the vacancy with another recommended person; or if the requirement cannot be met without the resignation of a current Board member, then the seat shall be left vacant until the next annual member meeting. Except for ex-officio seats, no city may have more than one representative on the Board. If after having been elected or appointed

to the Board, a member is appointed or elected to a position in a city that already has a representative on the Board, then the affected members may serve until the next Annual Business Meeting. If at the time of the next Annual Business Meeting the term of an affected Director is not expired or if one or more of the affected members is an Officer other than President, then one of the affected members shall resign his or her seat effective no later than the day preceding the next Annual Business Meeting and a vacancy shall be declared by the Board. If the affected members cannot agree on who is to resign, then at least 30 days prior to the Annual Business Meeting, the Board of Directors shall declare a vacancy, to become effective that day preceding the next Annual Business meeting, as to one of the seats based in order of the following considerations: 1) An Officer shall retain his or her seat over a Director; 2) An elected city official will retain his or her seat on the Board over an appointed official; 3) If the affected members are both elected officials, or are both appointed officials, then the more senior member (in terms of years of service on the Board) will be allowed to retain his or her seat, or if there is not a more senior member, the Board shall declare a vacancy as to one of the seats based on the criteria in the most recently adopted "Board and Officer Nominating Process and Selection Criteria." If the affected members cannot reach agreement on who is to resign and there is less than 30 days until the next Annual Business Meeting, then the Board shall act as soon as reasonably practical prior to the Annual Business Meeting to declare a vacancy. The members of the Board of Directors shall hold office for their designated terms, and until their elected or appointed successor has signified their acceptance. The new members of the Board of Directors shall take office immediately after the close of the annual business meeting. Officers and directors serving three-year terms shall go through the Board election process.

**Section 2. Eligibility to Serve.** To be eligible to be elected and to serve, or continue to serve, on the Board of Directors, a person shall be an elected official or employee of a member.

**Section 3. Election of Board of Directors.** Each year the President shall appoint a committee that shall evaluate prospective candidates for officer positions and the twelve members of the Board of Directors who serve three-year terms and make a recommendation to the members at the annual business meeting. All Board members except ex-officio members shall be elected at the annual business meeting.

**Section 4. Vacancies.** Vacancies on the Board of Directors shall be governed by the following provisions:

- A. A vacancy shall occur in a position on the Board of Directors upon the happening of any of the following events:
  1. The person ceases to be an elected official or employee of any member.
  2. The person resigns their position by written notice

to the President or the Executive Director, or otherwise becomes permanently unavailable to serve on the Board.

3. The person engages in behavior or commits an offense which is inconsistent with the role of a Board member, is deemed unbecoming of a Board member or that reflects poorly on the League as determined by two-thirds of all the remaining members of the Board.
4. The Board declares a vacancy due to prolonged absence as provided in Section 5.

B. Officers. A vacancy in the office of President shall be filled by the succession of the First Vice-President. A vacancy in the office of First Vice-President shall be filled by succession of the Second Vice-President. A vacancy in the office of Second Vice-President shall be filled by appointment by the Board of Directors from the members of the Board of Directors.

C. Directors. Any vacancy in the office of a Director shall be filled for the remainder of the term by the Board of Directors, subject to approval by the members at the next annual business meeting.

D. Vacancies of six months or less. Notwithstanding the above, if a vacancy occurs less than six months before the date of the annual business meeting, the Board of Directors may choose to leave the position vacant and have it filled by the members at the annual business meeting.

**Section 5. Attendance Requirements.** If a member of the Board of Directors is absent for three consecutive meetings or is absent for any four regular meetings during any consecutive 12-month period commencing July 1, the Board of Directors may declare that person's seat vacant and the vacancy shall be filled as provided in section 4.

**Section 6. Meetings.** The Board of Directors shall meet at such times as may be determined by the Board, the President, or by any three members, but shall assemble to meet at least four times annually. Notice of the Board meeting shall be provided in the manner established by Board resolution. At any meeting the Board of Directors may adopt further rules governing its proceedings. Otherwise, parliamentary procedure shall be according to the latest revision of Robert's Rules of Order.

Meetings shall be in person with the exception that non-assembled meetings by telephone conference or other electronic means shall be authorized if the President and Executive Director agree in advance that a non-assembled meeting is desirable. The Board may establish policies to govern Board members' attendance to assembled, in-person meetings by telephone or other electronic means.

**Section 7. Quorum.** A quorum of the Board of Directors is ten members and action by the Board of Directors shall require the favorable vote of a majority of those present, but not less than six members.

**Section 8. Powers.** The Board of Directors shall be responsible for the general management of the affairs of the League, subject to the provisions of the Constitution. It may do all things reasonable and necessary to further the purposes of the League, including but not limited to:

- A. Appoint the Executive Director and fix the rate of pay and benefits for the position.
- B. Authorize other League staff positions.
- C. Adopt a budget for League operations for each fiscal year.
- D. Determine the various committees to be appointed.
- E. Purchase, own, mortgage, lease or convey such real estate and other property in the name of the League, in the name of a non-profit corporation governed by the members of the League Board of Directors, or in the name of any member when authorized by that member, as may be necessary for the purposes of the League. This grant of authority shall include power to purchase or sell on a contract for deed or conditional sales contract or otherwise.
- F. Authorize officers, agents or employees to enter into any contract or execute and deliver any instruments or obligations in the name of and on behalf of the League.
- G. Create corporations, establish affiliate municipal organizations, or enter into appropriate partnerships with public or private entities.
- H. Unless proscribed by the terms of this Constitution, the Board of Directors may delegate the management of League affairs to the League Executive Director or the Board Executive Committee, consisting of the officers and the immediate Past-President, provided the League Board of Directors retains ultimate responsibility for management of League affairs.

**Section 9. Duties of President.** The President shall be chair of the Board of Directors. The President shall preside at the annual business meeting and all other meetings of the League, but may designate others to preside instead. Except as otherwise provided by this Constitution, the President shall appoint all committees established by the Board of Directors or by the Constitution and shall appoint representatives of the League to such non-League bodies as may be appropriate.

In the absence of the President, the First Vice-President shall act as President. In the absence of both the President and First Vice President, the Second Vice-President shall act as President. In the absence of all Officers, the Board of Directors shall choose a chair from among its members.

**Section 10. Executive Director.** The Executive Director shall be the chief administrative officer of the League, subject to the general supervision of the Board of Directors. The Executive Director shall be appointed by the Board of Directors for an indefinite period and may be removed at will by the Board of Directors. The Executive Director shall have the authority to appoint, discipline, and remove League employees; to establish terms and conditions of their employment; and to define their

duties and responsibilities. Appointment, discipline, and removal of the General Counsel shall be subject to approval by the Board of Directors.

The Executive Director shall submit to the Board of Directors and to the membership an annual report of League affairs, services, and finances which shall be communicated to members in a manner deemed appropriate by the Board of Directors. The Executive Director shall be responsible for all League records, accounts, and property. The Executive Director shall cause an official record of all meetings of the League to be made. The Executive Director and employees designated by the Executive Director shall post a fidelity bond at League expense.

## **ARTICLE VI**

### **Finances**

**Section 1. Fiscal Year.** The fiscal year of the League shall be from September 1 through August 31 of the following year.

**Section 2. Duties of Secretary-Treasurer.** The Executive Director shall act as the Treasurer and handle all League funds. The Executive Director shall prepare an annual budget of revenues and expenditures for consideration by the Board of Directors and shall limit expenditures to the total budget approved by the Board of Directors and any fiscal policies adopted by the Board.

**Section 3. Audit.** The Executive Director shall have an audit of the accounts and finances of the League conducted at the end of each fiscal year. The audit shall be conducted by a certified public accountant selected by the Board of Directors. The results of each annual audit shall be provided to the Board of Directors for its review and acceptance.

**Section 4. Finance Committee.** The President shall appoint a finance committee, subject to approval of the Board of Directors. The First Vice-President shall serve as chair of the committee.

The finance committee shall review League finances and services, study the League's dues structure, recommend to the Board of Directors a budget for each fiscal year, receive and review the annual audit results, confer with the auditor and perform such other financial functions as the Board of Directors may direct.

## **ARTICLE VII**

### **Member Meetings**

**Section 1. Annual Conference.** The League shall hold an Annual Conference on the dates and at a place fixed by the Board of Directors.

**Section 2. Annual Business Meeting.** An annual member business meeting shall be held during the Annual Conference at a time to be determined by the Board of Directors and which shall be communicated to the members. The President shall appoint a nominating committee, and such other committees as the Board of Directors may authorize, at or before the beginning of the Annual Conference to make reports at the business meeting.

**Section 3. Special Business Meetings.** The Board of Directors may schedule and hold other member business meetings in conjunction with other statewide League conferences upon at least 30 days prior written notice to each member.

**Section 4. Quorum and Voting Requirements.** At any member business meeting, delegates from at least 20 members shall be considered a quorum. Only members shall be entitled to vote at meetings, and each member is entitled to one vote on all matters (which shall be the predetermined majority expression of the delegates from that member). Each member shall determine which one of its delegates may cast a vote on its behalf, except that the mayor of a member city, if present, shall be the member city's voting delegate in the absence of a decision of the member city to the contrary.

**Section 5. Other Meetings.** The Board of Directors may hold other member meetings for educational, legislative or other purposes, which may be statewide or regional, and may be for special classes of officers or employees or for municipal officers generally.

**Section 6. Parliamentary Rules.** At any business meeting the members may adopt further rules governing its proceedings. Otherwise, parliamentary procedure shall be according to the latest revision of the Robert's Rules of Order.

## **ARTICLE VIII**

### **Legislative Policy Development Process**

**Section 1. Board of Directors Roles.** The Board of Directors shall establish policies and priorities to guide the League's legislative advocacy efforts.

**Section 2. Policy Development Process.** To assist in the development of legislative policies and priorities, the Board of Directors shall establish a policy development process designed to encourage and maximize member input. The process may include but is not limited to strategies such as:

- A. Creation of specific legislative policy committees or task forces.
- B. Solicitation of member input through surveys or questionnaires.
- C. Statewide and/or regional membership meetings.

**Section 3. Member Notification.** At least once annually, the Board of Directors shall submit a report of the proposed legislative policies and priorities to the members.

## **ARTICLE IX**

### **Miscellaneous Provisions**

**Section 1. Amendments.** This Constitution may be amended after the first day of the Annual Conference by a two-thirds vote of all members voting, provided that the proposed amendments have been prepared in writing on or before the first day of the meeting and distributed to the delegates. An amendment in writing, offered from the floor without prior notice to the delegates, shall be permissible if it is an amendment to a proposed amendment, is on the same subject as the amendment it is proposed to amend, is germane to the amendment it is proposed to amend, and is approved by a two-thirds vote of the delegates in attendance and voting.

**Section 2. Dissolution.** If, at any regular or special meeting, three-fourths of the members of the League vote in favor of dissolution of the League of Minnesota Cities, the League shall be dissolved within 90 days of the date approving such action.

Immediately after a vote favoring dissolution, the Board of Directors shall proceed to settle any financial obligations pending against the League and to dispose of all property held by the League. Any funds remaining after all claims have been settled and all property disposed of shall be returned to each participating member in proportion to the annual dues fee paid by the member.

**Section 3. Affiliates.**

**Subd. 1** The Board of Directors may, on application and by resolution, recognize as affiliates of the League, organizations whose membership consists predominantly of Minnesota cities, city officials, or city employees. The general purpose of such affiliations shall be to encourage consistent legislative policies and to foster cooperation and collaboration. The Board of Directors may require for affiliate recognition such conditions as to activities, membership, and finances as it deems appropriate.

**Subd. 2.** The League may enter into agreements with recognized affiliates to provide goods or services as agreed to by the League and the affiliate. The League may provide these services at a fee to the affiliate. The League may also enter into agreements with affiliates to jointly and cooperatively provide information and services to each organization's respective membership.

**Subd 3.** As an affiliate created by the League, the Association of Metropolitan Municipalities shall provide information and services to cities within the seven county metropolitan area as specified in MS 473.121, subd. 2. Principally, the Association will provide information and services that are related to, or affected by the policies, systems and programs provided by or are within the jurisdiction of the Metropolitan Council. Should the Association of Metropolitan Municipalities or a successor affiliate dissolve the responsibility for providing the information and services will revert to the League.

**City of Scandia  
Parks & Recreation Committee Bylaws**

*Approved by the City Council, February 21, 2017*

**Section 1. Name.** The name of this Committee is the Scandia Parks and Recreation Committee, hereinafter called the SPRC.

**Section 2. Purpose.** The purpose of the SPRC is to advise the Scandia City Council on all matters relating to a park and recreation program in the city, as described in Attachment A, Duties and Functions of the Scandia Park and Recreation Committee, approved by the City Council on February 20, 2007 and as may be amended by the Council from time to time.

**Section 3. Membership.** The SPRC is made up of Scandia residents appointed by the City Council according to the requirements of Section 8 of Ordinance No. 125.

**Section 4. Officers and Duties.** The SPRC shall have a chair and vice-chair. The term of office shall be one year. Election of officers will be held at the first meeting of March of each year. Appointment of the chair and vice chair is subject to approval by the City Council. The duties of the officers and members are as follows:

**A. Chair**

1. The chair shall organize, convene and chair all meetings of the SPRC.
2. The chair will set and prepare the agendas for meetings.
3. The chair will lead the development of a committee work plan, implementation of the long-range plan and list of annual priorities for approval by the Committee and by the City Council.
4. With the consent of the members and subject to approval by the City Council, the chair may create subcommittees and appoint SPRC members to those subcommittees.
5. The chair shall act as liaison between the City Council and the SPRC, reporting to the Council on activities as needed (quarterly, bimonthly etc.).
6. The chair shall coordinate the need for staff support of the SPRC with the City Administrator.
7. The chair shall represent the Committee as needed in dealings with outside agencies and organizations on matters pertaining to Park and Recreation activities.

**B. Vice-Chair**

1. The vice-chair shall act as an aide to the chair in fulfilling his/her duties as chair.
2. In the absence of the chair, the vice-chair shall assume the duties of the chair.

**C. General Membership Responsibilities.** All SPRC Members are responsible to:

1. Attend and participate in regular and special meetings in order to carry out the mission and duties of the committee;
2. Express oneself, clearly and concisely, both orally and in writing, with tact, diplomacy and good judgment;
3. Establish and maintain effective public relations when representing the Committee;

4. Have an understanding that they represent all Scandia residents and make recommendations on their behalf, to the best of their ability; and
5. Participate in any subcommittees to which they may be appointed.
6. If a member fails to attend meetings, fails to fulfill their responsibilities, or violates these bylaws, the SPRC may recommend that the City Council replace the member.

## **Section 5. Meetings.**

- A. Regular Meetings.** Regular meetings will be held on the first Monday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the first Thursday of the month at the same time and place, unless otherwise determined by a majority vote of the SPRC. Meetings shall be held at the Scandia Community Center, 14727 209<sup>th</sup> Street North, unless notice of the alternate location is given to the members and the public at least 72 hours in advance of the meeting.
- B. Special Meetings.** Special meetings of the Committee may be called at any time by the chair or the vice-chair, in the chair's absence with 72 hours advance notice to the public and to members.
- C. Quorum/ Voting.** A majority of the number of officially appointed members shall constitute a quorum. A majority of the entire membership shall decide all issues. Conduct of meetings shall be based on Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition.
- D. Public meetings.** Except as otherwise provided in the open meeting law, all SPRC meetings, including special or sub-committee meetings, shall be open to the public. Public notice of meetings shall be given by posting committee agendas at the Community Center at least 72 hours prior to the meeting.
- E. Minutes of meetings.** Minutes of each SPRC meeting shall be prepared by the City Clerk or his/her designee and delivered to each member of the SPRC within 14 days of each meeting. At the next regular meeting following such delivery, Chair shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the SPRC. If there is an objection, the SPRC shall vote upon the addition or corrections. If there are no additions or corrections, the minutes shall stand approved.

## **Section 6. Order of Business.**

- A. Order established.** Each regular meeting of the SPRC shall convene at the time and place appointed. SPRC business shall be conducted in the following order:
  1. Call to Order
  2. Public Forum
  3. Approve Agenda
  4. Approve Minutes
  5. Reports



6. Old Business
7. New Business
8. Items for next agenda
9. Adjournment.

**B. Varying order.** The order of business may be varied by the presiding officer.

**C. Agenda.** The clerk shall prepare an agenda of business for each regular SPRC meeting and file a copy in the office of the clerk not later than seven calendar days before the meeting. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each SPRC member and posted at the community center as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a majority vote of the SPRC members present.

**D. Agenda materials.** The clerk shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the SPRC considers their subject matter. The agenda items shall not be considered unless this provision is complied with. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act or materials from closed meetings.

**Section 7. Amendments.** These bylaws may be amended at any regular meeting of the SPRC by a majority vote of the membership, provided that notice of the amendment has been given to all members in writing one regular meeting prior to the meeting at which the amendment will be voted. These bylaws and amendments thereto are subject to approval by the City Council.