

BY-LAWS OF THE CHARTER COMMISSION OF WHITE BEAR LAKE, MINNESOTA

As accepted June 18, 1943,
and incorporating changes of October 10, 1962
and September 21, 2005

I. NAME

This organization is to be known as the Charter Commission of the City of White Bear Lake.

II. MEETING PLACE

The place of meetings shall be at the City Hall in White Bear Lake or at such other place in White Bear Lake as the Commission may select.

III. MEETINGS

Meetings of the Commission shall be held on the second Wednesday of the month at the call of the Chair.

The annual meeting shall be held on the second Wednesday in September of each year.

Special meetings may be called at any time by the Chair of the Commission, or in the absence of the Chair, by the Vice-Chair.

IV. OBJECTIVE

The object of the organization shall be to prepare, draft, propose and submit a form of municipal charter or amendments to the present City Charter of White Bear Lake to be submitted to the voters for their adoption or appropriate ordinance enacted by the City Council pursuant to Minnesota Statutes Section 410.12.

V. MEMBERSHIP

The members of said Commission shall be those named by the District Court of Ramsey County, Minnesota.

VI. QUORUM

Eight members shall constitute a quorum for the transaction of business.

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VII. OFFICERS

The officers of the Commission shall be a Chair, Vice-Chair and Secretary.

Officers shall be elected at the Commission's annual meeting by, a majority vote of all members present.

The Chair shall preside at all meetings; decide all questions of order, subject to appeal to the body of the Commission; appoint all standing committees, unless otherwise ordered.

The Vice-Chair shall preside in the absence of the Chair from the meetings, and in the event of the absence from the City or inability of said Chair to act, the Vice-Chair shall exercise the rights of the Chair so long as such disability continues, or until the next annual meeting of the Commission.

The Secretary shall keep minutes of all proceedings, give notice of meetings by mail, conduct the necessary correspondence, keep a roll call with record of all absentees, and perform such other duties as may be required by the Chair of the Commission. If approved by the Commission, the duties of the Secretary may be performed by a member of City staff under the direction of the Secretary.

VIII. ORDER OF BUSINESS

1. Call to Order/Roll call
2. Approval of minutes of previous meeting
3. Approval of Agenda
4. Old Business
5. New Business
6. Open Discussion
7. Adjournment

IX. ATTENDANCE

Any member of the Commission who is unable to attend the regular meetings shall communicate to the Chair or Secretary, not less than 24 hours prior to of such meeting, a request to be excused, stating the reasons for such request.

Any member absent from four (4) consecutive meetings, and failing to perform the duties of such member's office, without having been excused by the Commission, may by a majority vote of the members be subject to such action as may be required to effect removal from the Commission.

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Any and all vacancies on the Commission, shall be at once reported to the District Court of Ramsey County, Minnesota, and the name or names eligible individuals approved by two-thirds (2/3) vote of the members present at the regular meeting may be submitted by the Chair of the Commission to said District Court for appointment to fill such vacancy or vacancies. Prior to recommending individuals for appointment, the Commission shall see that notice of said vacancy is published in the City's official newspaper and a reasonable response time has passed.

X. VOTING

Decisions of the Commission shall be by voice vote unless any member requests a roll call vote.

No debatable motion shall be put to vote until all members present, who desire to debate the same, shall have the opportunity to do so.

XI. RECONSIDERATION OF VOTE

When a question has been taken, it shall be in order for any member to move a reconsideration thereof at the same or the succeeding meeting, but no questions shall be a second time reconsidered without the consent of two-thirds (2/3) of the members present.


XII. RULES OF ORDER

The rules of parliamentary practice embraced in the most recent edition of Roberts' Rules of Order shall govern the Commission in all cases in which they do not conflict with the By-laws or other standing rules and order of the Commission.

XIII. AMENDMENTS

All motions to amend these By-laws shall lie over for at least one meeting before a vote is taken. Amendments shall require a two-thirds vote of the members present.

Approved by the White Bear Lake Charter Commission on September 21, 2005.



Chair



Secretary