

1 BYLAWS
2 CHARTER COMMISSION
3 CITY OF FERGUS FALLS
4

5 Article 1. General.

6 The Fergus Falls Charter Commission ("Commission") was established and exists under
7 the provisions of Minnesota Statutes, Chapter 410.

8 Article 2. Mission.

9 The mission of the Fergus Falls Charter Commission is to oversee the City's Charter
10 which defines the parameters within which City government can operate. As an
11 independent body, the Charter Commission will represent citizen viewpoints and
12 consider and recommend appropriate revisions to the Charter which balance the best
13 interests of city government and the citizens.

14 Article 3. Duties.

15 The Commission must act upon voters' petitions and City Council recommendations for
16 amendment to the City of Fergus Falls Charter. The Commission may also review the
17 Charter and propose amendments on its own volition.

18 Article 4. Members.

19 Section 1. Term. Members are appointed by the Chief Judge of the Seventh Judicial
20 District, State of Minnesota, for four year terms.

21 Section 2. Oath of Office. Within 30 days of appointment, Commission appointees
22 must file a written acceptance and oath of office with the Administrator of the Otter Tail
23 County District Court.

24 Section 3. Termination for Absences. If a Member is absent from four consecutive
25 meetings without excuse, the Commission's Secretary must submit a certificate setting
26 forth the facts to the Chief Judge who will issue an order for removal. An excused
27 absence will be granted by the Chair prior to the subject meeting. Excused absences will
28 be noted in the meeting minutes.

29 Section 4. Number of Members. The Commission will be composed of not less than
30 seven and no more than 14 members.

31 Section 5. Member Requirements. All members must reside and be registered to
32 vote in the City of Fergus Falls, Minnesota.

33 Article 5. Meetings.

34 Section 1. Annual Meetings. The annual meeting of the Commission will be held in
35 September of each year on a date selected by the Commission at the preceding annual

1 meeting. The principal items of business at the annual meeting will be the election of
2 officers and preparation of the annual report.

3 Section 2. Other Meetings. Meetings other than the annual meeting will be held
4 upon the call of the Chair or any three members or pursuant to a schedule adopted by the
5 Commission. No meeting may be held without notice mailed electronically
6 communicated by email or text, or delivered to each member one week in advance. The
7 Commission must meet whenever a Charter amendment is proposed by either valid
8 voters' petition or Council recommendation.

9 Section 3. Open Meetings. All meetings of the Commission must be open to the
10 public except as otherwise provided by law.

11 Section 4. Quorum; Manner of Acting. At any meeting of the Commission, a
12 majority of the qualified members then existing is required to constitute a quorum for the
13 transaction of business. Commission action on items other than the approval of Charter
14 amendments can be taken only upon approval by a majority of the members present at
15 any meeting at which a quorum is present. Charter amendments can be approved only by
16 2/3 of the members present at any meeting at which a quorum is present, but no less than
17 one-half of the total number of Commission members then serving, and only if the
18 amendment was mailed or delivered to the Commission members at least one week
19 before the meeting. Previous action approving Charter amendments may be rescinded by
20 either:

- 21 a. a majority of the members present at any meeting at which a quorum is
22 present, if at the previous meeting the proposed action was discussed and
23 notice was given that a vote would be taken at the next meeting or,
- 24 b. two-thirds of the members present at any meeting at which a quorum is
25 present, if one week's prior notice has been given in writing.

26 Section 5. Agendas. An agenda for each meeting will be prepared by the
27 Administrative Secretary in cooperation with the Chair of the Commission. The agenda,
28 along with supporting documentation, must be mailed or delivered to each Commission
29 member one week prior to the date of the meeting.

30 Article 6. Officers.

31 Section 1. Election. Officers of the Commission will consist of the Chair, the Vice
32 Chair, and the Secretary. The officers will be elected for a one year period commencing
33 at the annual meeting. Subject to Commission approval officers will be restricted to
34 serving two consecutive full terms. If there is no quorum at the annual meeting, the
35 election will be held at the next meeting at which a quorum is present.

36 A. Chair. The Chair will preside over all meetings of the Commission. If the Chair
37 and Vice Chair are absent from the same meeting, the Commission members present will
38 designate one of themselves to serve as Chair. The Chair will also perform all duties
39 usually performed by chairs of similar organizations including executing documents

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Secretary