

**City of Auburn  
Charter Revision Commission Rules of Procedure**

**A. Compliance:**

The Commission shall operate in accordance with the State Open Meeting Act, the Home Rule Act and follow Roberts Rules of Order and all other pertinent laws.

**B. Officers:**

The Commission shall elect a chair and a vice-chairman. The chairman shall preside at all meetings. In the absence of the chairman, the vice-chairman shall preside. In the absence of the chairman and the vice-chairman, the members present shall select an acting chair. The chairman shall appoint a member to serve as parliamentarian to resolve any questions of procedure. The City Clerk, or the City Commission's designee as allowed by law, shall keep a journal of its proceedings and follow through on desired electronic postings through the City's web site.

**C. Schedule:**

The Commission shall adopt a schedule of regular meetings. Special meetings may be called as necessary by the chairman, or in the absence of the chairman, by the vice-chairman, provided proper public notice is made.

**D Notices:**

Notice of the Charter Commission schedule and special meetings shall appear on the City of Auburn web site on a designated Charter Commission web page.

**E. Meeting Locations:**

Meetings shall be held at the Auburn City Hall, however if necessary and if proper notice and reasonable accommodation of the public is provided, a meeting may be held at another place.

**F. Quorum and Voting:**

Five members shall constitute a quorum. A quorum must be present for official business to be conducted. The affirmative votes of five (5) members (present and voting) shall be required for tentative adoption or final adoption of any proposed charter language and motions other than a procedural motion. Voting shall be by voice vote unless the chair is in doubt and calls for a roll-call vote, or if any one member calls for a roll-call vote.

**G. Delayed electronic expression of support:** While there shall be 5 members present and voting in the affirmative for final adoption of any proposed charter language, members absent at those times may later register their support/ or non-support by visiting City Hall or replying to an e-mail from the city clerk that provides an electronic copy of the adopted language and asks for the absent member's support or lack of support for the adopted language.

**H. Committee of the Whole:**

The Charter Commission may elect to meet as a committee of the whole for the purpose of informal discussion, investigating issues and drafting language to bring before the Charter Commission when in formal session. The tentative adoption or final adoption of actual proposed charter language shall only be done in formal session.

(over)

**I. Communications:**

The Charter Commission shall utilize the City of Auburn web with a web page designated for the Charter Commission, including the following elements.

1. **The calendar** for upcoming meetings shall be provided.
2. **The agenda** for the next scheduled meetings shall be posted at least one (1) full business day before the meeting.
3. **The approved minutes** at any single meeting shall be available by the fourth business day following a meeting.
4. **A timeline** for the Charter Commission shall be available that accurately reflects the anticipated deadlines to present the charter to the Auburn voters on a particular date.
5. **An option for public input and feedback** that will be e-mailed to the chairman and the vice-chairman.

**J. Public Comment and Input:**

To comply with the language and the spirit of the Open Meetings Act, there shall be a provision for public comment in every formal session before new or old business is conducted.

At the end of all formal sessions, prior to commission comments, there shall be a second opportunity for public comment. Those public comments will be subject to a three (3) minute time limitation unless waived by the Charter Commission.

The public input and feedback received via the Auburn web site; written comments dropped off at City Hall, and written comments submitted during Charter Commission formal sessions, shall be delivered to the chairman and the vice-chairman. The chairman will bring such input and feedback to the Charter Commission. The vice-chair shall assure the commission that all such messages are retained for as long as the law would require.

**K. Agendas**

The chairman shall endeavor to provide an e-mail reminder prior to each meeting that will include an electronic copy of the printed agenda that will be sent with the mailed packet. Other agenda documents may also be sent electronically prior to mailing of the printed packet.

**L. Removal and Replacement:**

The Charter Commission shall be the sole judge of the qualifications of its members and may, by affirmative vote of six members, remove a member for nonfeasance, malfeasance or misfeasance, as defined by law. A vacancy on the Commission, whether due to resignation or removal, shall be filled by the Commission. A vacancy shall not exist until the resignation or removal of a member has become effective. The affirmative vote of five members shall be required to fill a vacancy. If a resignation or removal shall reduce the membership of the Commission to less than a quorum, such resignation shall not be accepted, or a removal become effective, until enough other vacancies have been filled to assure that there is a quorum of qualified members.

**M. These procedures can be changed** by a majority vote of the charter commission.

*- end of procedures for Auburn Charter Commission -*