

City of Lansing
Charter Commission Rules of Procedure

1. The Commission shall operate in accordance with the state Open Meetings Act, the Home Rule City Act and all other pertinent laws and shall follow Roberts Rules of Order where they do not conflict with these rules.
2. The Commission shall elect a Chair and a Vice-Chair. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and the Vice-Chair, the members present shall select an acting Chair. The City Clerk shall be the clerk of the Commission and shall keep a journal of its proceedings. The Clerk and their staff shall provide all administrative support for the Commission. The Clerk may designate an acting clerk to serve in their absence.
3. The Commission shall adopt a schedule of regular meetings. Special meetings may be called as necessary and by Chair, or, in the absence of the Chair, by the Vice Chair, provided proper public notice is given. Meetings shall be held in Tony Benavides Lansing City Council Chambers; however, if necessary and if proper notice is given and reasonable accommodation of the public is provided, a meeting may be held at another place in the City.
4. Five members of the Commission shall constitute a quorum. A quorum must be present for official business to be conducted. The affirmative votes of five members shall be required for adoption of any motion 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 two members demand a roll-call vote.
5. The 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.

6. Charter Commission meetings will have two periods of Public Comment. During the first period at the beginning of the meeting, comments will be limited to 3 minutes per speaker. A second Public Comment period will take place at the end of the meeting. Comments will be limited to 3 minutes per speaker. For each section of public comment, an additional period of time shall be allowed by a vote of a majority of the members of the Commission present.

7. After having been given notice of intent by a member at least one (1) week in advance, these rules may be amended or revised by the commission by vote of two-thirds (2/3) of the members present.