

CITY OF BEMIDJI CHARTER COMMISSION BYLAWS

Article I. Name

The name of the organization shall be the City of Bemidji Charter Commission.

Article II. Purpose

The Bemidji Charter Commission's purpose is to review and recommend amendments to the City Charter; fulfilling the duties prescribed for Charter Commissions under the laws of the State of Minnesota.

Article III. Membership

- Section 1.** The membership of the Charter Commission shall be eight (8) members as fixed by Minnesota State Law and City Ordinance or Resolution.
- Section 2.** Members shall attend all meetings. Members who miss a meeting must notify the Chairperson and or the City Clerk.
- Section 3.** Members shall acquaint themselves with the needs of the city with a view to make recommendations to this Commission.

Article IV. Officers

- Section 1.** The offices of this Commission shall be Chairperson, Vice-Chairperson, and Secretary, who shall be members of the commission.
- Section 2.** The Chairperson, Vice-chairperson, and Secretary shall be elected at each annual meeting.
- Section 3.** Election to vacant offices shall be made from the membership no later than the first meeting after the vacancy.
- Section 4.** Officers of the Commission shall be elected by a simple majority vote of those present and voting.
- Section 5.** Duties:
- A. The Chairperson shall have the following duties:
 - 1. Call all regular and special meetings,
 - 2. Preside at all meetings,
 - 3. Appoint all committees,
 - 4. Determine the agenda,
 - 5. Implement the decisions of the Charter Commission,
 - 6. Participate and vote in all matters before the Commission as if a regular member.
 - B. The Vice-Chairperson shall have the following duties:
 - 1. Assist the Chairperson,

2. Assume the duties of the Chairperson in the absence of the Chairperson.
- C. The Secretary shall have the following duties:
1. Assist the Chairperson,
 2. Assume the duties of the Chair in the absence of both the Chair and the Vice-Chair.
 3. Act as Secretary in the absence of City Staff support.

Article V. Meetings

- Section 1.** As required by state law, the Charter Commission shall meet at least once per year. The Annual Meeting of the Charter Commission shall be held in the month June, at City Hall or another public meeting location as designated by the Chairperson.
- Section 2.** Special meetings may be called by the Chairperson, or upon the written request of three (3) members of the Commission who shall notify the Chairperson of such request. The Chairperson shall call the meeting and the City Clerk shall notify all members at least 10 days prior to the meeting.
- Section 3.** The Charter Commission may, at any meeting, set the date of future meetings.
- Section 4.** The Charter Commission, and any committees of the Charter Commission, shall conduct all meetings in accordance with the "Minnesota Open Meeting Law".
- Section 5.** Fifty percent of all members plus one shall constitute a quorum. This quorum is fulfilled by filled seats not vacant seats.
- Section 6.** If a member fails to perform the duties of the office and has failed to attend four (4) meetings without being excused by the commission, the City Clerk shall file a certificate with the district court setting forth those facts. The district court shall thereupon make its order of removal and the Chief Judge shall fill the vacancy created thereby.
- Section 7.** Anyone, who wishes to address the Charter Commission at any meeting thereof, shall do so according to the same rules, procedures, and limitations as those established for addressing the Bemidji City Council. Such address shall happen at the designated agenda time for public comments.
- Section 8.** Commissioners may attend meetings by electronic means in accordance with Minnesota Open Meeting laws.

Article VI. Committees

- Section 1.** There shall be no standing committees.
- Section 2.** The Charter Commission may create such ad-hoc committees as it deems necessary to assist the Commission in the conduct of its business.

Article VII. Voting

Section 1. All motions require a simple majority of those present unless otherwise required by these bylaws.

Section 2. Absentee and Proxy Voting is prohibited.


Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Charter Commission in all cases to which they are applicable and in which they are not inconsistent with the Laws of the State of Minnesota or these Bylaws.

Article IX. Method of Amending Bylaws

These bylaws may be amended at any meeting of the Charter Commission by a two-thirds (2/3) vote of all the members of the Charter Commission. Notice of any proposed bylaw changes must be posted at city hall for no less than thirty (30) days before final adoption.


These bylaws were amended and adopted on June 22, 2022, by the following duly appointed Charter Commission members.



Char Blashill




Donald Heinonen



Rita C. Albrecht




Randi S. Tanem



James Dodds



Pamela Jorstad



Michael Meuers



James Ravnikar

ATTEST:



Michelle R. Miller, City Clerk