

## CHARTER REVIEW COMMISSION RULES

Pursuant to Section 19.01 of the Charter of the City of Fairlawn, on January 2, 1972 and each three (3) years thereafter, the Mayor shall appoint a commission of five (5) qualified electors of the Municipality as members of the Charter Review Commission. Such Commission shall review the Municipal Charter, and within the seventh (7th) calendar month of each year of appointment, recommend to the Mayor and Council such alterations, revisions and amendments, if any, to the Charter, as in its judgment are desirable.

### ORGANIZATION

- 1.01** At the first meeting of each successive session of the Commission the Commission shall elect a Chairperson, Vice-Chairperson and Secretary.
- 1.02** It shall be the duty of the Chairperson to call such meetings of the Commission as are necessary to conduct the business and affairs of the Commission, and to preside at the meetings of the Commission.
- 1.03** In the absence of the Chairperson, the Vice Chairperson shall exercise the full authority and responsibility of the Chairperson. In the absence of the Chairperson and the Vice Chairperson the Secretary shall exercise the full authority and responsibility of the Chairperson.
- 1.04** The Clerk of Council shall serve as Recording Secretary of the Commission and shall be responsible for accurately and properly keeping all the files and records of the Commission. The Recording Secretary shall also keep minutes of the Commission meetings.
- 1.05** In the absence of the Clerk of Council, the Deputy Clerk of Council shall serve as Recording Secretary for the Commission.
- 1.06.** Members shall serve until the Recommendations of the Commission are given to Council and the Mayor. The members shall serve without compensation. Every three years the Mayor must appoint a Commission for a new session.

### NOTICE

- 2.01** Notice of the time and place of the first meeting shall be posted on the City's website and the Commission shall hold a minimum of three (3) additional meetings which notice shall be posted on the City's website and be advertised in a newspaper of general circulation in the community.
- 2.02** At least twenty-four hours' advance notice shall be given to any person or news media organization that have requested such notification. The method of such notification shall generally be by email unless other reasonable arrangements are made.
- 2.03** Persons may request to be notified of meetings by regular mail upon furnishing the Commission's Recording Secretary, in advance, with self-addressed, postage-paid envelopes.

## **MINUTES**

- 3.01** The Commission's minutes shall be kept on file and available for inspection by the public at the Fairlawn Administration Building during normal business hours and shall be posted on the City's website after they have been approved.
- 3.02** The minutes must be approved by majority vote of the commission, or if no further meetings are scheduled for that session, the Chairperson has discretion to approve the minutes.

## **QUORUM**

- 4.01** Three members of the Commission present constitute a quorum for a meeting.
- 4.02** In order for official action to be taken at a Commission meeting, at least three members must vote in favor of a Motion.

## **PROCEDURE**

- 5.01** Any resident, taxpayer, or employee of the City may submit proposed changes to the Charter for consideration of the Commission.
- 5.02** All proposed Charter changes must be submitted to the Commission prior to the final scheduled meeting of the session. Preferably any proposed changes will be made in writing submitted to the Recording Secretary/Clerk, but may also be presented in person at a meeting prior to the final meeting. Commission members may make a proposal for a Charter change at any time prior to the close of the final meeting.
- 5.03** Meetings of the Charter Review Commission shall be open to the public.
- 5.04** The Commission may accept relevant comments and suggestions from persons appearing at the Commission meetings. The Chairperson shall allow persons to speak regarding relevant matters but shall have discretion on limiting the length of time for any person to speak. The Chairperson shall have the discretion to enforce and maintain proper decorum at the meetings at all times.
- 5.05** Any Commission member may make a motion for approval of a proposed Charter change at any meeting. The motion must be seconded for consideration by the Commission. Upon due consideration of the proposal, the Commission must vote to either approve and recommend the Charter change to Council and the Mayor, or to deny and not make such recommendation. Prior to the final scheduled meeting the Commission may also vote to table the motion for later consideration.