



Charter Review Commission  
\*\*RED LINE DRAFT\*\* Rules of Procedure 2017\*

1. The Chairperson and the Vice-Chairperson shall be elected by the Commission. Each office shall be voted upon separately. Nominations may be made by any member of the Commission. In the event more than one person is nominated for an office, the election shall be by roll call or open ballot vote. A majority vote shall elect.
2. The Chairperson and Vice-Chairperson shall perform the duties normally associated with their offices.
3. The duties of the secretary shall be performed by a Clerk who shall be provided by the City of Streetsboro.
4. Regular meetings of the Commission shall be held ~~every third Thursday on the first and third Mondays~~ of the month until completion of its duties. The Commission may cancel a regular meeting by a majority vote, but in no event shall the Commission cancel two or more successive meetings until its business is completed.
5. Special meetings may be called by the Chairperson and shall be called at the request of any three (3) members. The purpose of the Special shall be included in the notice to members and no other business shall be transacted thereat.
6. A quorum shall consist of at least four (4) members
7. Work sessions shall be held as deemed necessary for completion of business.
- ~~8. Any recommendation by the Commission to City Council concerning the Charter shall require at least four (4) affirmative votes for adoption. Any such recommendation which fails when the full Commission is not present may be reconsidered at a subsequent meeting at the request of any member of the Commission.~~ Specific proposals for amendment of the Charter may be made by any member of the Commission verbally or in writing, and may be approved by a majority vote. The City Law Director will prepare final versions of each proposal so approved and will present final versions for ratification by the Commission, along with a report of any legal ramifications that should be considered by the Commission. Ratification will be made by majority vote.
- 9.8. Regular meetings of the Commission shall begin at 7:00 P.M. and shall not extend beyond 9:00 P.M. Meetings shall normally be held in Council Chambers of City Hall. Meetings shall be held to a two-hour time limit unless extended by motion and voice vote.
- ~~10.9.~~ Special Meetings and Work Sessions shall be called only in a Regular Meeting. The time and place of Special Meetings and Work Sessions shall be included in the notices given to members. Special meetings and Work Sessions shall be held to a two-

hour time limit unless an extension of time is agreed upon by a consensus of the members. At Special Meetings and Work Sessions, discussion shall be limited to the items agendized at a Regular Meeting. Items may be voted on in a Special Meeting, but not in a Work Session.

~~11.~~10. The order of Business for Regular Meetings of the Commission shall be as follows:

A. Call to Order

~~A.B.~~ Pledge of Allegiance

~~B.C.~~ Roll Call

~~C.D.~~ Disposition of Meeting Minutes

~~D.~~ Citizens Suggestions

E. Review of the Charter as previously scheduled

F. ~~Citizens Comments~~ Agenda for Next Meeting

~~G.~~ Announcements

~~H.G.~~ Adjournment

~~12.~~11. During a portion of a Regular Meeting in which the Commission reviews part of the Charter, the following time limits shall apply to speeches and presentations:

A. For resources persons and City Officials, Department Heads, Boards and Commission Members and others invited by the commission to speak on specific parts of the Charter, length of the speeches shall be determined by the Commission for the purpose of flexibility.

~~B. Persons not specifically invited by the Commission but who desire to speak on the part of the Charter under review shall speak no more than five (5) minutes~~

~~13. Speeches during the Citizen's Comments shall normally be limited to five (5) minutes and may relate to any aspect of the Charter or the Commission's business. The Commission shall provide for at least one-half hour for the item at each of its Regular Meetings.~~

~~14.~~12. The Mayor, any member of City Council, and ~~A~~ any person registered to vote in Streetsboro who desires to propose a specific amendment to the Charter shall present said proposal in writing to the ~~Charter Review Commission~~ Law Director, who shall forward the proposal to the Commission with a report of any legal ramifications that should be considered by the Commission.

~~15.~~13. Any Recommendations by the Commission to City Council concerning the Charter shall be voted upon roll call vote. ~~Procedural~~ Substantive matters shall be voted upon by roll call vote. ~~Non-p~~ Procedural matters shall normally be decided by voice vote or common consent. A Roll Call vote on any matter may be ordered by the Chairperson and shall be ordered at the request of any two members of the Commission. Votes will pass by simple majority.

~~16. Due to their basic nature, Rules 1-8 may not be suspended. Rules 9-15 may be suspended by a simple majority vote.~~

~~17.~~14. The rules in the current edition of Robert's Rule of Order Newly Revised shall govern the Commission's proceedings in all cases to which they are applicable and in which they are not inconsistent with these rules. [Law Director's note: the reference to

“Robert’s Rules of Order Newly Revised” is correct. The current version is the 11<sup>th</sup> edition.]

18.15. Upon the conclusion of the Commission’s mandate, the Commission will prepare a final Report and Recommendation for presentation to City Council in accordance with City Charter Section 17.02, no later than July 1, 2017. The Report and Recommendation will contain each of the proposed changes to the City Charter as approved by the Commission, each one of which will bear the signatures of at least a majority of the Commission members.

| \*Changes in red requested by the Chairman, drafted by the Law Director. Changes highlighted are independently suggested by the Law Director.