

Charter Review Commission Meeting Monday, April 20, 2009 Civic Center Meeting Rooms 1 & 2 5:30 p.m.

Members:

Rita Brohman, Rex Clark, Paul Frank, Janice Hanson, Rick Hoem,

Valerie Hoff, Cathy Macaulay, Aldo Pineschi, and James Viele

Staff:

City Attorney Brita Bayless, City Clerk Sonia Orozco, Deputy City

Manager Julia Burrows, Assistant City Clerk Audrey Byrnes

AGENDA

- 1. Call to Order
- 2. Approval of Minutes March 16, 2009
- 3. Discussion/Amendments/Approval of Meeting Procedures
- 4. New Business Study of:
 - i. Article 1. Incorporation, Succession & Powers
 - ii. Article 2. Plan of Government

Recommendations Submitted Regarding Articles 1 & 2: Jim Williams, Meadow Oaks Neighborhood Association

- 1. Elect Councilmembers by District
- 2. Increase Council Size from Five (5) to Seven (7) Members
- 3. Fill Vacancies with Runner-Up Candidate From Previous Election
- 4. Limit Campaign Spending
- 5. Maintain Limit of Two (2) Consecutive Terms
- 5. Comments/Members/Public
 PLEASE NOTE: Public Comments on Items Not Listed on the Agenda or on
 Any Matters Requiring Committee Discussion or Action Will Be Listed on a
 Future Agenda
- 6. Adjournment Next Meeting Date May 18, 2009

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working days in advance of the meeting date and time at (916) 774-5200.





Minutes Charter Review Commission Meeting

Monday, March 16, 2009 Civic Center Meeting Rooms 1 & 2 5:30 p.m.

Staff Present

Brita Bayless, City Attorney

Audrey Byrnes, Assistant City Clerk

Julia Burrows, Deputy City Manager

Sonia Orozco, City Clerk

1. Call to Order and Welcome

Members Present

Valerie Hoff

Paul Frank

Rick Hoem

Janice Hanson

Rex Clark

Aldo Pineschi

Rita Brohman

Cathy Macaulay

Members Absent

James Viele - excused

<u>members Abseni</u>

2. Approval of Minutes

Motion to approve the Minutes of February 9, 2009.

Moved by Macaulay, seconded by Pineschi

Vote: Motion carried 8-0 (Viele absent)

3. Historical Perspective

Former Mayor Paul Lunardi presented to members.

4. Charter Facts & Charter Review Schedule

City Clerk Sonia Orozco presented to members.

Motion to approve Charter Article Review Schedule (Attachment A).

Moved by Brohman, seconded by Hoff.

Vote: Motion carried 8-0 (Viele absent)

5. Approval of Grammatical Errors

Committee consensus to approve grammatical corrections as presented (Attachment B) and compile identified grammatical errors.

6. Comment/Members/Public

Jack Wallace – Introduction

Jim Williams – Introduction

Charter Review Commission Minutes – March 16, 2009

Moved by Pineschi, second Vote: Motion carried 8-0 (V	·
APPROVED DATE: April 20, 2009	
Rex Clark, Chairman	-
ATTEST:	

meeting will be held on Monday, April 20, 2009.

Motion to adjourn the meeting at 6:27 p.m. The next Charter Review Commission

7. Adjournment

Audrey Byrnes, Assistant City Clerk

Charter Review Commission Rules of Procedure 2009-2010

Rule 1. Public Meetings

All meetings of the Commission, including all meetings of its committees and study committees, shall be open to the public. Notice of the date, time, and place of said meetings shall be made available to the public in advance of the meetings by notifying the press and by posting upon a public bulletin board at the Civic Center, 311 Vernon Street, at least three (3) days before the meeting.

Rule 2. Proposals for Charter Review

Proposals for Charter review being made by anyone other than Commissioners should be submitted to the Charter Review Commission in written form and should include:

- 1. Name, address, and telephone number of the presenter and the name of the Organization being represented, if any.
- 2. The current wording of the article of the Charter that the presenter desires to change.
- 3. An explanation of the weaknesses of the article as currently written, and the reason for the changes and what would be improved.
- 4. The exact way the presenter would like the Charter article rewritten.

Rule 3. Citizen Participation at Meetings

Whenever possible, any and all interested citizens shall be afforded an opportunity to comment on matters before the Commission or any study committee. Citizens wishing to comment should, in the general case, give written notice of their desire to make such comment at, or prior to, the meeting.

The remarks of any citizen should be germane to the agenda or topics when under consideration. Each agenda shall include and prescribe a certain portion of the meeting at which "Comments/Members/Public" may be made. The Chairman of the Commission, committee, or study committee may impose reasonable limitations on the time allotted to any citizen. Such limitations shall be imposed only in the interest of fairness to all citizens desiring to be heard.

Rule 4. Frequency of Meetings

There shall be at least one (1) meeting of the full Commission each month.

Rule 5. Place of Meetings

The meetings of the Commission, committees or study committees should be at a meeting place large enough to accommodate not only the Commission, committee or study committee, as the case may be, but also interested citizens. Meetings conducted by study committees or committees should be held at a location selected by the chairman of such study committee or committee.

Rule 6. Call and Notice of Meetings

Date, time, and place of each regular meeting of the Commission shall be announced at the preceding regular or special meeting of the Commission. The agenda of each regular or special meeting shall include the fixing of the date of the next regular meeting. Special meetings may be called by the Chairman of the Commission, or by any five (5) members of the Commission requesting such special meeting in writing filed with the Secretary. The Secretary of the Commission shall be responsible for mailing a written notice of the date, time, and place of meetings of the Commission to the members of the Commission. All such notices shall be mailed not later than four (4) days prior to the noticed meeting. The notices shall be mailed to the members of the Commission at their addresses listed on an appropriate form kept by the Secretary. It shall be the responsibility of any members of the Commission to notify the Secretary of any change of address. The chairman of each study committee or committee shall be responsible for giving sufficient written or telephone notice of study committee or committee meetings of members. A written notice of special meetings of the entire Commission shall be given in the same manner as written notices of regular meetings, except that the written notice of a special meeting shall include the purpose for the call of each special meeting.

Rule 7. Agenda for Regular Meetings

Unless otherwise ordered by the Commission, the agenda for regular meetings of the Commission shall be as follows:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of Previous Meeting(s)
- IV. Old Business
- V. New Business/Presentation of Issues
- VI. Reports of Subcommittees
- VII. Comments/Members/Public
- VIII. Discussion by Commission of Matters Not on the Agenda
- IX. Adjournment with Day Fixed for Next Meeting

Rule 8. Recording of Minutes

Minutes of the Commission, committees and study committees shall be kept. The Secretary shall take minutes of the proceedings of the Commission and the chairman of each study committee, or a person designated by such chairman, shall take minutes of all proceedings of the study committees. All records of the Commission shall be made available to the public. Minutes of the study committee proceedings shall be filed with the Secretary at least once per month.

Rule 9. Quorum

A majority of the members of the Commission, five (5), shall constitute a quorum at all meetings of the Commission. A majority of study committees or other committees shall constitute a quorum.

Rule 10. Proxy Voting

No member of the Commission or any of its study committees or committees shall have the power to vote by proxy. Only those members physically present shall be entitled to vote.

Rule 11. Preliminary of Tentative Votes

Any member may move for a tentative vote on any question or motion pending before the Commission or any committee or study committee. Such motion shall have the same precedence as a motion for the previous question; unamendable, not debatable, and requiring a majority vote for adoption. If the motion carries, a preliminary or tentative vote shall be immediately taken on the question or motion before the Commission. The results of such vote shall not be determinative of the motion or question thereto pertaining. There shall be no limit to the number of times a preliminary or tentative vote may be taken.

Rule 12. Official Rules of Order

Except as otherwise provided in these rules of procedure, Robert's Rules of Order Revised (the most recent edition) is hereby adopted as the official rules or order of the Commission and all committees and study committees.

Rule 13. Duties of the Chairman

The Chairman shall:

- a) Preside at all regular and special meetings of the Commission;
- b) Represent the Commission at all functions and activities;
- c) Call special meetings when necessary;
- d) Provide arguments on proposed amendments on behalf of the Commission.

Rule 14. Duties of the Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in the absence or inability to serve of the latter.

Rule 15. Duties of the Secretary

The Secretary shall:

- a) Be custodian of all records of the Commission;
- b) Keep an address and attendance roster;
- c) Attend to all correspondence of the Commission as a whole;
- d) The above duties may be supervisory in nature, and the Secretary may delegate any of the above duties to staff assigned by the City Manager to support the Commission. The Secretary shall make all minutes available to the public and open for inspection at all reasonable times. The attendance roster shall likewise by open for inspection by any member and by the public at any reasonable time;
- e) Maintain accurate records showing the nature, purpose, and amount of all expenditures made on behalf of the Commission.

Rule 16. Executive Committee

Every effort shall be made to ensure that the proceedings of the Commission are made available to the news media. No attempt shall be made to inhibit the normal processes of the news media. Public statements by the Commission or by study committees shall be coordinated through the Chairman. Members of the Commission may make public or private statements of their personal feelings, attitudes or beliefs at any time. In making such statements, however, members of the Commission shall on every occasion make an affirmative statement that their views are not represented as the views of the Commission as a whole. The Chairman of the Commission shall be responsible for announcing the position of the Commission as a whole.

Rule 17. Policy on Attendance

Attendance at all meetings of the Commission, including meetings of committees and study committees, is mandatory. Any member having two absences from regular or special meetings of the entire Commission without verbal request and prior approval or, in the case of an emergency, oral approval, by the Chairman, will be dropped and a vacancy declared. Absences from meetings of the committees or study committees shall be subject to approval by the chairman of the committee or study committee.

Rule 18. Vacancies on Commission

A vacancy on the Commission shall exist upon the death, resignation, or disqualification of any member. The vacancy shall be filled by the designation of a replacement member by the Roseville City Council.

Rule 19. Amendment

These rules and procedures shall be the by-laws of the Commission and may be amended by an affirmative vote of a majority of the members of the Commission present and voting or, if the amendment is included in the notice of the meting, then by a majority vote of members present and voting.

Rule 20. Rules and Procedures Not Covered

Any question on procedure or policy of the Commission which is not expressly covered by these rules shall be referred to the City Attorney for recommendation. Any new rules and procedures proposed by the City Attorney shall be adopted by majority vote of Commission members present and voting.

Adopted:	
Adopted as Amended:	
Chairman:	
Date:	

Orozco, Sonia

From: Jim Williams [jim.williams@rcsis.com]

Sent: Friday, April 10, 2009 3:47 PM

To: Orozco, Sonia; Burrows, Julia; Byrnes, Audrey; Bayless, Brita

Cc: 'Rita Brohman'

Subject: Charter Review items

Charter Review Commission,

The Meadow Oaks Neighborhood Association recommends considering the following items for your April 20th agenda regarding Article 2, Plan of Government:

- 1. Elect Council members by district rather than at large. Currently there are no representatives living East of Hwy 80.
- 2. Increase Council members to 7 rather than 5. Roseville's population is many times what it was originally when five was sufficient to stay in contact with most citizens.
- 3. Fill vacancies by installing next runner-up candidate from the last election thereby reflecting voters choice.
- 4. Limit campaign spending to an amount each candidate can afford. Election winners seem to go to those with the largest campaign budget.
- 5. Maintain the limit of 2 consecutive terms.

Jim Williams

Chair, Meadow Oaks Neighborhood Association 1008 Parkview Drive 302-4491