



STATE OF GEORGIA
CITY OF DUNWOODY

**A RESOLUTION ADOPTING AND APPROVING RULES AND PROCEDURES FOR
CHARTER COMMISSION MEETINGS**

WHEREAS: Well organized meetings allow the Charter Commission to reach decisions in a fair and consistent manner; and

WHEREAS: Efficiency is served when the process of planning and conducting public meetings is clearly stated and understood by public officials and citizens; and

WHEREAS: Public participation and access to the governmental decision-making process is a key element of an open and transparent organization.

NOW, THEREFORE, BE IT RESOLVED that all meetings of the Dunwoody Charter Commission shall be conducted in accordance with the provisions of this meeting organization Resolution as outlined in the attached Rules and Procedures.

SECTION 1. That the Rules and Procedures for Charter Commission Meetings are adopted and attached hereto as if fully set forth herein; and

SECTION 2. That this Resolution shall become effective upon its adoption.

SO RESOLVED this the 22nd day of May, 2013.

Approved:

Chairman

Attest:

Secretary

RULES AND PROCEDURES FOR CHARTER COMMISSION MEETINGS

Section 1. Open Meetings. All meetings of the Charter Commission shall be held in accordance with the provisions of Title 50, Chapter 14 of the Official Code of Georgia Annotated. The public shall be afforded access to meetings in compliance with Georgia law.

Section 2. Visual and Sound Recordings. Visual, sound, and visual and sound recordings shall be permitted for all public hearings, as long as such recordings are in accordance with State law.

[Cross-reference: O.C.G.A. § 50-14-1(c)]

Section 3. Quorum. A quorum must be present for conducting meetings of the Charter Commission. A quorum is a simple majority of seated members of the Charter Commission. Any Member may raise a point of order directed to the Chairman or presiding officer if he or she believes that a quorum is not present. If, during the course of a meeting, a Member or Members leave and a quorum no longer exists, the meeting may not continue. If a quorum is not attained within thirty (30) minutes of the scheduled meeting time, the meeting may be rescheduled by the Chairman or presiding officer.

Section 4. Chairman. A Chairman shall be elected and approved by the majority of the Charter Commission members. As presiding officer, he or she is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the Chairman shall enforce the rules of procedure that are adopted by the Charter Commission. The Chairman shall be impartial and conduct the meetings in a fair manner.

Section 5. Vice Chairman. The Commission shall elect a Vice Chairman from the Commission Members. The Vice Chairman shall fulfill the duties of the Chairman if the Chairman is not in attendance.

Section 6. Presiding Officer. If the Chairman and the Vice Chairman are absent or otherwise unable to serve as presiding officer at a meeting and a quorum of Commission Members is present, the remaining Commission Members shall select a Commission Member to serve as presiding officer of that meeting until either the Chairman or Vice Chairman is present at that meeting.

Section 7. Parliamentarian. The Vice Chairman shall serve as the parliamentarian for Charter Commission meetings.

Section 8. Regular Meetings. Regular meetings of the Charter Commission shall be held at a time determined by the Chairman with the majority consent of the Commission, and shall occur at any time that there is an agenda item to address. All regular meetings shall be held in the City Manager Conference Room, unless otherwise notified in accordance with state law. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the meeting place of the Charter Commission. Prior to the establishment of a regular meeting place, the public notice shall be posted at the location at which the meeting will be held.

[Cross-reference: O.C.G. A. § 50-14-1(d)]

Section 9. Meetings Other Than Regular Meetings. The Charter Commission may meet at times and locations other than those regularly scheduled meetings.

(a) Special Meetings and Rescheduled Regular Meetings. A regular meeting may be canceled, rescheduled, recessed, or moved to a new location by the Chairman or by a majority of the Commission for any reason. Special meetings of the Charter Commission may be held on call of the Chairman and one (1) Commission Member or a quorum of seated Commission members. Notice of such special meetings shall be served on all other members personally, by registered mail or by electronic means at least 24 hours in advance of the meeting. Such notice shall not be required, if the Chairman and Commission Members are present when the Special Meeting is called. Such notice of any Special Meeting may be waived by a Commission Member in writing before or after such a meeting. Attendance at a meeting shall also constitute a waiver of notice on any business transacted in such Commission Member's presence. Only the business stated in the call may be transacted at the Special Meeting. Notice to the public shall be given in accordance with State law.

Section 10. Order of Business. All regular Charter Commission meetings shall substantially follow an established order of business. The order shall be as follows:

1. Call to Order
2. Roll Call
3. Public Comment
4. Minutes
5. Organizational and Procedural Items
6. Unfinished Business
7. New Business
8. Other Business
9. Adjourn

Section 11. Agenda. The Chairman or his/her designee shall prepare an agenda of subjects to be acted on for each meeting. The agenda shall be made available to the Charter Commission at least seven (7) days before every Charter Commission meeting.

(a) Changing The Agenda. The order of the agenda may be changed during a meeting by a majority vote of the Charter Commission. A new item may be added to the agenda only at a regularly scheduled meeting by a majority vote of the Charter Commission and only if it becomes necessary to address the item during the meeting. An existing item may be removed from the agenda by the majority vote of the Charter Commission.

(b) Agenda Must Be Made Public. The agenda of all matters to come before the Charter Commission shall be made available to the public upon request and shall be posted at the meeting site as far in advance as reasonably possible, but not less than 24 hours prior to the start of the meeting. Notice of the agenda for emergency meetings will be handled in accordance with State law.

[Cross-reference: O.C.G.A. §§ 50-14-1(e)(1) and 36-66-4]

Section 12. Decorum. All Commission Members shall conduct themselves in a professional and respectful manner. All remarks shall be directed to the Chairman and not to individual Commission Members, staff, or citizens in attendance. Personal remarks are inappropriate and may be ruled out of order. A Commission Member should not speak at a meeting until he or she has been recognized by the Chairman. All comments made by a Commission Member shall address the motion that is being discussed. The Chairman shall enforce these rules of decorum. If a Commission Member believes that a rule has been

broken, he or she may raise a point of order. A second is not required. The Chairman may rule on the question or may allow the Charter Commission to debate the issue and decide by majority vote.

Section 13. Voting. Under normal circumstances, passage of a motion shall require the presence of a quorum of presently seated Commission Members, and must receive the affirmative vote of a majority of those voting. The affirmative vote of a majority of the Commission Members present shall be required for the adoption of any motion. Any member of the Charter Commission shall have the right to request a roll-call vote and such vote shall be recorded in the journal.

Section 14. Public Participation. Public participation in meetings of the Charter Commission shall be permitted in accordance with the provisions of this section.

(a) Public Comments. The floor shall be open for public comment. Opportunities for public comment will be available at the beginning of each meeting. Speakers' comments during this period will be limited to three (3) minutes each for a total not to exceed thirty (30) minutes. All members of the public wishing to address the Charter Commission shall submit their name to the Chairman prior to the start of any meeting held by the Charter Commission; individuals will be held to established time limits. These limits may be waived by a majority vote of the Charter Commission.

(b) Decorum. Members of the public shall not make inappropriate or offensive comments at a Charter Commission meeting and are expected to comply with the rules of decorum that are established for Commission Members. Individuals violating any rules of the Charter Commission may be ruled out of order by the Chairman or on a point of order made by a Commission Member. A majority vote of the Charter Commission shall rule on the point of order. An individual violating the rules of decorum may be removed from the meeting at the direction of the Chairman.

Section 15. Minutes. The Secretary of the Charter Commission shall promptly record the minutes for each Charter Commission meeting. The minutes shall specify the names of Commission Members present at the meeting, a description of each motion or other proposal made at the meeting, the name of the Commission Member who proposed each motion, the name of the Commission Member who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each Commission Member voting for or against a proposal shall be recorded. It shall be presumed that a Commission Member has voted in the affirmative unless the minutes show otherwise.

The Charter Commission shall approve the minutes before they may be considered as an official record of the Charter Commission. The minutes shall be open for public inspection once approved as official by the Charter Commission but in no case later than immediately following the next regular meeting of the Charter Commission. A copy of the minutes from the previous meeting shall be distributed to the Charter Commission in the agenda package for the following meeting. The minutes of the previous meeting shall be corrected, if necessary, and approved by the Charter Commission at the beginning of each meeting. A majority vote is required for approval. Conflicts regarding the content of the minutes shall be decided by a majority vote. Upon being approved, the minutes shall be signed by the Chairman and attested to by the City Clerk.

Section 16. Rosenberg's Rules of Order. This document shall serve as the rules and procedures of the Charter Commission. In the absence of applicable rules and procedures

which may from time to time be encountered during the public meetings, Roberts Rules of Order shall be followed.