

MINNEAPOLIS CHARTER COMMISSION 2011 ANNUAL REPORT

To: The Honorable James Swenson, Chief Judge
Hennepin County District Court

From: Barry Clegg, Chair
Minneapolis Charter Commission

1. MEMBERSHIP

In January, 2011, there were 15 members of the Minneapolis Charter Commission. During 2011, the following changes took place in the membership:

- Thomas Jancik's term expired on February 26, 2011, and he chose not to seek reappointment
- Natonia Johnson was appointed for a term to expire March 22, 2015 (filling the expired term of Thomas Jancik)
- Ian Stade's term expired May 1, 2011, and he chose not to seek reappointment
- Barry Clegg's term expired May 1, 2011, and he was reappointed for a term to expire May 2, 2015
- Dan Cohen was appointed for a term to expire May 4, 2015 (filling the expired term of Ian Stade)

The year ended with a membership of 15 Commissioners. Appendix A, attached, shows the roster as of December 31, 2011, with relevant data regarding appointments, terms, and expiration dates.

2. OFFICERS

Officers were elected on January 5, 2011, as follows:

- Barry Clegg, Chair
- Barry Lazarus, Vice Chair
- Todd Ferrara, Secretary

3. STAFF

Assistance was provided by the following City staff:

- Casey Joe Carl, City Clerk
- Susan Segal, City Attorney
- Peter Ginder, Deputy City Attorney
- Burt Osborne, Assistant City Attorney
- Carol Bachun, Assistant City Attorney
- Peggy Menshek, Council Committee Coordinator

4. MEETINGS

The Charter Commission held 12 regular meetings in 2012.

A Redistricting Rules Committee was established to draft rules for the redistricting process. The Committee met on January 13 and February 16, 2011. This Committee will continue to meet in 2012 as needed. The Redistricting Rules Committee consists of the following Charter Commissioners:

- Corbin Connell
- Andrew Kozak
- Jeffrey Peltola
- Lyall Schwarzkopf (Chair)
- Barry Clegg (ex-officio)

An Advisory Group Selection Committee was established to develop a job description, application form, and outreach plan for the Redistricting Advisory Group, as well as interview applicants and recommend a slate of Advisory Group candidates to the Charter Commission. The Advisory Group Selection Committee met on January 19, January 25, February 1, March 1, March 22, March 29, April 7, April 11, April 12, April 27, May 2, and May 9, 2011. The Advisory Group Selection Committee consisted of the following Charter Commissioners:

- Margaret Dolan
- Todd Ferrara
- Barbara Lickness
- Jana Metge
- Andrea Rubenstein
- Jan Sandberg (Chair)
- Barry Clegg (ex-officio)

A Communications Committee was established to work on communications issues including plans for communicating through the existing City website with a separate redistricting web page; developing lists and contact information for traditional and alternative media; developing an email list to include media, neighborhood contacts, known communities of interest, and other persons requesting inclusion; and developing a plan for posting open meetings and public hearings, as well as proposed maps being considered by the Redistricting Group. The Communications Committee met on July 25, August 31, September 28, and October 26, 2011. This Committee will continue to meet in 2012 as needed. The Communications Committee consists of the following Charter Commissioners:

- Todd Ferrara (Chair)
- Natonia Johnson
- Andrew Kozak
- Barbara Lickness
- Jan Sandberg
- Barry Clegg (ex-officio)

A Redistricting Group Operations Committee was established to hire redistricting staff and serve as a liaison with City staff. The Redistricting Group Operations Committee met on August 11, October 11, and October 20, 2011. This Committee will continue to meet in 2012 as needed. The Redistricting Group Operations Committee consists of the following Charter Commissioners and Advisory Group member:

- Barry Clegg (Chair) (Charter Commissioner)
- Andrea Rubenstein (Charter Commissioner)
- Gary Thaden (Advisory Group member)

A Website Working Group was established to draft information to place on the 2012 Minneapolis Redistricting website. The Website Working Group met on October 14, 2011. The Working Group will continue to meet in 2012 as needed. The Working Group consists of the following Charter Commissioners:

- Barry Clegg (Chair)
- Andrew Kozak
- Jan Sandberg

A Redistricting Group Public Hearing Planning Committee was established to investigate the possibility of a video broadcast interview on the redistricting process; prepare brief educational materials for use at the beginning of public hearings; and prepare brief written materials for distribution at public hearings, outside of public hearings, and electronically. The Committee will select a chair at their first meeting in 2012. The Committee consists of the following Redistricting Group members:

- Terra Cole
- Margaret Dolan
- Todd Ferrara
- Barbara Lickness
- Jeanne Massey
- Andrea Rubenstein
- Jan Sandberg
- Lyall Schwarzkopf
- Barry Clegg (ex-officio)

In addition to regular Charter Commission meetings, two Redistricting Group meetings were held as follows:

- October 12, 2011
- December 1, 2011

5. ATTENDANCE

Appendix B, attached, contains the attendance record of Commissioners during 2011.

6. RULES

Appendix C, attached, contains the Charter Commission Rules, last revised on October 6, 2010.

Appendix D, attached, contains the Procedural Rules for the Redistricting Group, adopted by the Charter Commission on March 2, 2011.

Appendix E, attached, contains the Recommended Principles for Redistricting Minneapolis Wards and Park Districts after the 2010 Census, adopted by the Charter Commission on May 4, 2011.

7. ISSUES CONSIDERED

- Plain Language Charter Revision (January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7)
- Redistricting Advisory Group Selection (January 5, February 2, March 2, April 6, May 4, June 1)
- Redistricting Rules (January 5, February 2, March 2, November 2, December 1, December 7)
- Outreach/Communication (March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 1)
- Role of Student Intern in Redistricting Process (March 2, April 6, May 4)
- 2010 Census Results (April 6)
- Recommended Principles for Redistricting (April 6, May 4)
- Proposed Charter amendment relating to use of legal counsel by the Park Board (June 1, July 6)
- Redistricting Operations (July 6, August 3, September 7, November 2)
- Legislative Redistricting Lawsuit (September 7, October 12, December 1)
- Proposed Charter amendment relating to the creation of a City Administrator position (October 5)
- Redistricting training session covering: Redistricting Timeline, Charter Provisions, Park Board Special Law, Procedural Rules, Recommended Principles, Minnesota Open Meeting Law, Data Practices Act, Public Records, Legal Guide for Redistricting Group, and State and Federal Redistricting Litigation Summary (October 12)
- Consideration of Redistricting Rules amendment regarding consideration of maps submitted by the public (November 2, December 1)
- Consideration of Redistricting Rules amendment regarding who will speak on behalf of the Redistricting Group (November 2, December 1, December 7)
- Consideration of summary language for proposed Charter amendment by petition received from Power by the People organization relating to decreasing the size of the City Council; decreasing the term and creating term limits for City Council members and the Mayor; election of Planning Commission; and election of Chief of Police, City Attorney, and City Coordinator (December 7)

8. SPEAKERS

The following people addressed the Charter Commission in 2011:

- Susan Segal, City Attorney, regarding the Plain Language Charter Revision (February 2)
- Peter Ginder, Deputy City Attorney, regarding the Plain Language Charter Revision (February 2, July 6)
- Malcolm Bisson, Ward 2, regarding the redistricting process (February 2)
- Vida Ditter, Bryn Mawr Neighborhood, regarding the redistricting process (February 2)
- Jeff Schneider, Community Planning & Economic Development Office, reporting on 2010 Census data (April 6)
- Michael Salchert, Legal Counsel for the Minneapolis Park and Recreation Board, regarding a proposed Charter amendment relating to the use of legal counsel by the Park Board (June 1)
- John Erwin, Minneapolis Park and Recreation Board President, regarding a proposed Charter amendment relating to the use of legal counsel by the Park Board (July 6)
- Brian Rice, Legal Counsel for the Minneapolis Park and Recreation Board, regarding a proposed Charter amendment relating to the use of legal counsel by the Park Board (July 6)
- Former Charter Commissioner Brian Melendez regarding the Plain Language Charter Revision (October 5, November 2)
- Brian Rice, Legal Counsel for the Minneapolis Park and Recreation Board, regarding the Plain Language Charter Revision (October 5)
- Joan Niemiec, Minneapolis City Government Task Force member, regarding a proposed Charter amendment creating the position of a City Administrator (October 5)
- Jay Kiedrowski, Minneapolis City Government Task Force member, regarding a proposed Charter amendment creating the position of a City Administrator (October 5)
- Paul Ostrow, Minneapolis City Government Task Force member, regarding a proposed Charter amendment creating the position of a City Administrator (October 5)
- Carol Bachun, Assistant City Attorney, regarding the redistricting process (October 12)
- Susan Segal, City Attorney, regarding the redistricting process (October 12)
- Mike Dean, Executive Director, Common Cause Minnesota, regarding a mapping tool available on the Common Cause website allowing citizens to draw maps during the redistricting process (December 1)

9. CHARTER AMENDMENTS BY PETITION

There were no Charter amendments by petition in 2011.

10. CHARTER AMENDMENTS BY ORDINANCE

There were no Charter amendments by ordinance in 2011.

11. CHARTER AMENDMENTS BY REFERENDUM

There were no Charter amendments by referendum in 2011.

**APPENDIX A
2011 MINNEAPOLIS CHARTER COMMISSION ROSTER**

Commissioner	Appointed Date Appointed By	Term	Expiration Date
Clegg, Barry, Chair	05/2003 - Judge Burke 04/20/2007 - Judge Wieland 05/02/2011 - Judge Swenson	Serving first term Serving second term Serving third term	May 1, 2007 May 1, 2011 May 2, 2015
Cohen, Dan	05/04/2011 - Judge Swenson	Serving first term	May 4, 2015
Connell, Corbin	03/26/2006 - Judge Wieland 05/14/2010 - Judge Swenson	Serving first term Serving second term	May 10, 2010 May 10, 2014
Dolan, Margaret	10/20/1998 - Judge Mabley 04/29/2002 - Judge Burke 05/22/2006 - Judge Wieland 03/24/2010 - Judge Swenson	Filled unexpired term of Francis Connolly Serving first term Serving second term Serving third term	March 26, 2002 March 26, 2006 March 26, 2010 March 26, 2014
Ferrara, Todd	03/19/2004 - Judge Burke 07/21/2004 - Judge Burke 04/30/2008 - Judge Wieland 06/17/2010 - Judge Swenson	Filled unexpired term of Pete Rhodes Serving first term Serving second term Serving third term	July 1, 2004 July 1, 2008 July 1, 2010 July 1, 2014
Gerdes, Richard	06/17/2010 - Judge Swenson	Serving first term	July 1, 2014
Johnson, Natonia	02/22/2011 - Judge Swenson	Serving first term	March 22, 2015
Kozak, Andrew	06/17/2010 - Judge Swenson	Serving first term	July 1, 2014
Lazarus, Barry, Vice Chair	05/2003 - Judge Burke 07/30/2004 - Judge Burke 04/30/2008 - Judge Wieland 05/25/2010 - Judge Swenson	Filled unexpired term of Steven Pihlaja Serving first term Serving second term Serving third term	June 1, 2004 June 1, 2008 June 1, 2010 June 1, 2014
Lickness, Barbara	06/17/2010 - Judge Swenson	Serving first term	July 1, 2014
Metge, Jana	05/2003 - Judge Burke 05/22/2006 - Judge Wieland 03/24/2010 - Judge Swenson	Filled unexpired term of Steven Johnson Serving first term Serving second term	March 26, 2006 March 26, 2010 March 26, 2014
Peltola, Jeffrey	05/14/2010 - Judge Swenson	Serving first term	May 10, 2014
Rubenstein, Andrea	03/26/2006 - Judge Wieland 05/14/2010 - Judge Swenson	Serving first term Serving second term	May 10, 2010 May 10, 2014
Sandberg, Jan	06/17/2010 - Judge Swenson	Serving first term	July 1, 2014
Schwarzkopf, Lyaal	05/10/2010 - Judge Swenson	Serving first term	May 10, 2014

Staff:	Burt Osborne	Assistant City Attorney	612-673-3847	burt.osborne@minneapolismn.gov
	Carol Bachun	Assistant City Attorney	612-673-2754	caroline.bachun@minneapolismn.gov
	Casey Joe Carl	City Clerk	612-673-3765	casey.carl@minneapolismn.gov
	Peggy Menshek	Charter Commission Coordinator	612-673-2287	peggy.menshek@minneapolismn.gov

**APPENDIX B
MINNEAPOLIS CHARTER COMMISSION
2011 ATTENDANCE RECORD**

(Code: P = Present; A = Absent; E = Excused)

Name	01/05	02/02	03/02	04/06	05/04	06/01	07/06	08/03	09/07	10/05	11/02	12/07
Clegg, Barry	P	P	P	P	P	P	P	P	P	P	P	E
Cohen, Dan	—	—	—	—	—	P	P	P	A	P	A	P
Connell, Corbin	P	P	P	P	E	P	P	E	P	E	P	P
Dolan, Margaret	P	P	E	E	P	P	P	P	P	P	P	P
Ferrara, Todd	P	P	E	P	P	P	P	P	P	E	P	E
Gerdes, Richard	P	P	P	P	P	P	P	P	E	E	E	P
Jancik, Thomas	E	E	E	—	—	—	—	—	—	—	—	—
Johnson, Natonia	—	—	—	P	P	P	P	P	P	E	P	P
Kozak, Andy	P	P	P	P	P	P	P	P	P	P	P	P
Lazarus, Barry	A	P	P	P	P	P	P	P	P	P	E	P
Lickness, Barbara	P	P	P	P	P	P	P	P	P	P	P	P
Metge, Jana	P	P	P	P	P	P	E	P	P	P	P	P
Peltola, Jeffrey	P	P	P	P	P	P	P	P	P	P	P	P
Rubenstein, Andrea	P	P	P	P	P	P	P	E	P	P	P	P
Sandberg, Jan	P	P	P	P	P	P	P	P	P	P	P	P
Schwarzkopf, Lyall	P	P	P	P	P	P	P	P	P	P	E	P
Stade, Ian	P	E	P	E	E	—	—	—	—	—	—	—

APPENDIX C
RULES OF THE MINNEAPOLIS CHARTER COMMISSION
Revised 6/12/97, 01/7/04, 2/4/04 and 10/6/10

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AMENDED RULES OF THE MINNEAPOLIS CHARTER COMMISSION
Revised 6/12/97, 1/7/04, 2/4/04 and 10/6/10

Rule 1. Amended Rules of the Charter Commission (“Rules”).

1.1 Except as otherwise specifically provided in these Rules, Robert's Rules of Order as most recently revised, is adopted as rules for the procedural conduct of meetings of the Charter Commission.

1.2 Except as otherwise provided in these Rules, an affirmative vote of two-thirds of the Commissioners present and voting shall be required to suspend or amend these Rules.

1.3 Every Commissioner of the Minneapolis Charter Commission shall be furnished with a current copy of the City Charter, Minnesota Statutes §§ 410, Minnesota Statutes §§ 13D (the Minnesota Open Meeting Law) and these Rules.

1.4 All meetings and communications by and among Commissioners shall comply with the Minnesota Open Meeting Law. Unless prohibited by the Minnesota Open Meeting Law, notice relating to Commission business, but not the business itself, may be by any communication by and among the Charter Commission Coordinator and the Commissioners or by and among the Commissioners shall be lawful whether communicated in person, by phone conference, conference call, video conference, written letter, email, voicemail, or facsimile.

1.5 Any Commissioner may be considered in attendance at a regular or special meeting of the Commission if such Commissioner is off-site of the actual meeting place but is able to communicate with other Commissioners in attendance by video conference and, if a quorum exists, in physical attendance at the meeting site. All meetings must comply with the Minnesota Open Meeting Law.

1.6 A quorum shall consist of a majority of duly appointed Commissioners of the Charter Commission. If a quorum is no longer present at a duly convened meeting, the Commission may continue to receive oral or written reports and to allow speakers, but the Commission may not consider any resolution or motion or conduct any other Commission business for which a vote of the Commissioners is required.

1.7 Whenever in these Rules the signatures of Commissioners who vote in the affirmative are required, it shall be sufficient, and in lieu of such signatures when such vote is taken by roll call, if the Chairperson and the Commission Coordinator certify, on a form approved by the City Attorney, that the attached record of the roll call is an accurate account of the votes cast.

Rule 2. Meetings.

2.1 Regular Meetings.

2.1.1 The Commission shall regularly meet monthly on the first Wednesday that is not a state or federal holiday, at 4:00 p.m., at the Minneapolis City Hall, Minneapolis, Minnesota, unless the Commission selects a different time or site, or both, as coordinated by the Charter Commission Coordinator under Rule 2.1.9.

2.1.2 There shall be a set agenda for each meeting, which will be proposed by the Chairperson but which may be amended by a majority vote of the Commissioners present and voting prior to the adoption of the agenda at the beginning of each meeting or by a two-thirds majority vote of the Commissioners present and voting at any time thereafter. The proposed agenda shall be prepared by the Charter Commission Coordinator who shall use his/her best efforts to transmit such agenda to the Commissioners and post the agenda online, with the minutes of the last meeting, at least one week prior to the next Commission meeting.

2.1.3 The Commission customarily adjourns after thirty minutes if no quorum is present, but a majority of the Commissioners present may adjourn such a meeting where no quorum is present at an earlier or later time.

2.1.4 In accordance with the Minnesota Open Meeting Law, only an occasion at which a quorum is present and Commission business is discussed, shall constitute a Commission meeting.

2.1.5 Routine communications, such as excused absences which have been received by the Charter Commission Coordinator prior to the scheduled time of a Commission meeting, shall be noted and appear in the minutes of the meeting.

2.1.6 Each Commissioner shall use his/her best efforts to provide the Charter Commission Coordinator with notice of inability to attend and the reason therefore at least 24 hours prior to the time of a scheduled meeting. Excused absences may be based on, among other things, conflicts with a Commissioner's work, medical problems, a family emergency, or weather. Excused absences may be granted by the Chairperson or his or her designee within 24 hours after the adjournment of a scheduled meeting under special circumstances.

2.1.7 After three consecutive unexcused absences, the Chairperson of the Commission shall inform the absent Commissioner, by letter, of Chapter 410.05, Subd. 2, which states:

"When any member has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the Commission, the secretary of the Charter Commission shall file a certificate with the court setting forth those facts and the District Court shall thereupon make its order of removal and the Chief Judge shall fill the vacancy created thereby."

2.1.8 If it is apparent to the Chairperson prior to a scheduled meeting that a quorum will not be able to be present at the scheduled time of such meeting, the Chairperson may cancel a scheduled meeting and direct the Charter Commission Coordinator to transmit in any available manner written notice (or an equivalent) to the Commissioners of such cancellation. The Chairperson may also coordinate through the Charter Commission Coordinator a substitute date and location for a meeting prior to the next scheduled meeting but such notice must comply with statutory requirements and be mailed or otherwise transmitted in any available manner at least five days prior to the rescheduled meeting.

2.1.9 When the Commission's regularly scheduled business is concluded or otherwise during the meeting as determined by the Chairperson, observers in the audience may be heard, provided such observer identifies herself/himself, sets forth his/her address and whether such speaker is speaking as an advocate on behalf of a third party (whose complete name and address should then be provided) or is speaking on his/her own behalf. The Chairperson may set reasonable time limits for speakers in his or her discretion. Preference shall be given to observers who wish to speak if such observers are residents of the City of Minneapolis. Thereafter, any observers who are non-residents of the City of Minneapolis will be allowed to speak if time permits at the Chairperson's discretion. The Chairperson may declare an end to the period for which observers may be heard but a majority of the Commissioners then present and voting may also by motion terminate or extend the time, or set the time limit, for observer remarks which shall supersede any declaration by the Chairperson.

2.2 Special Meetings.

2.2.1 Special meetings of the Charter Commission may be called by the Chairperson or by an affirmative written request given to the Charter Commission Coordinator by at least one-third of the Commissioners. Notice of the time and place of a special meeting must comply with statutory requirements and must be mailed or otherwise delivered at least five days prior to the special meeting.

2.3 Public Meetings.

2.3.1 Public hearings on proposals to amend the Charter conducted in accordance with Rule 5.1 may, but need not, coincide with a regular meeting of the Commission.

2.3.2 At public hearings, the Chairperson may set reasonable time limits for speakers and for the hearing, in his or her discretion, but a majority of Commissioners then present and voting may also by motion terminate or extend the time, or set the time limit for observer remarks which shall supersede any declaration by the Chairperson.

2.3.3 Any speaker must state his/her full name and address and whether such speaker is speaking as an advocate on behalf of a third party or on behalf of himself/herself.

2.3.4 Preference shall be given to residents of the City of Minneapolis desiring to speak at public hearings under Rules 2.3.2 or 2.3.3. Thereafter, non-residents of the City of Minneapolis desiring to speak will be permitted to do so if time permits at the Chairperson's discretion, or by vote of a majority of the Commissioners then present and voting which shall supersede the Chairperson's discretion.

Rule 3. Election, Duties of Officers, and Term.

3.1 Annual election of Commission officers will be held at the first meeting a quorum is present after January 1 of each year. Any officer elected shall continue until a successor is duly elected, unless removed pursuant to Rule 3.4. Candidates for officer positions may self-nominate or may be nominated by other Commissioners.

3.2 The officers of the Commission and the duties of those offices are as follows:

3.2.1 Chair: Presides over the Charter Commission and is the official spokesperson for the Commission.

3.2.2 Vice-Chair: Performs the duties of the Chairperson in the absence of the Chairperson and presides at Commission meetings when the Chairperson steps down from presiding to debate a matter before the Commission.

3.2.3 Secretary: Performs the duties of the Chairperson in the absence of both the Chairperson and Vice-Chairperson and presides when the Chairperson and Vice-Chairperson are absent or wish to debate a matter before the Commission.

3.2.4 Chairperson Pro Tem: Performs the duties of the Chairperson when other officers are absent or wish to debate a matter before the Commission; the Chairperson Pro Tem shall be the most tenured Commissioner then present.

3.3 When a vacancy occurs in any office, such vacancy will be declared at a Charter Commission meeting, and an election for such office will be held at the following Commission meeting. The Chairperson shall be responsible for communications as required with the chief judge of the district court. For this purpose, a vacancy occurs upon resignation from office or the expiration of the Commission term of such officer.

3.4 An officer may be removed by a two-thirds majority vote of Commissioners present and voting.

3.5 Upon a two-thirds majority vote of Commissioners present and voting, the Commission may create such other offices for a period of time and for prescribed responsibilities and duties as the Commission deems appropriate from time to time.

3.6 Any action related to the administration of the Commission which is not specifically provided in these Rules, may be performed by an officer of the Commission, unless otherwise prohibited by Minn. Stat. § 410.01 et seq. or by the Minneapolis Charter.

3.7 The term of office of a Commissioner shall be the maximum term allowed under Minnesota Statutes § 410.05, Subd. 2. A Commissioner shall hold the office as a Commissioner until his/her successor is appointed and qualified as provided under Minnesota Statutes § 410.05, Subd. 2.

Rule 4. Special Committees/Subcommittees.

4.1 The Chairperson of the Commission shall, from time to time, designate, subject to consent by a majority of Commissioners then present and voting, the Commissioners to serve on any subcommittee or special committee of the Commission. Any Commissioner may volunteer to serve and shall be appointed to the subcommittee subject to reasonable limits on the size of the subcommittee determined by the Chairperson. Any member of the Commission has speaking privileges at all subcommittee or special committee meetings but only members of a subcommittee or special committee can vote. All meetings of subcommittees or special committees shall be announced, and, if required, public notice given in accordance with applicable law.

4.2 A quorum of a subcommittee or special committee of the Commission is a majority of the appointed members.

4.3 In accordance with applicable law, only an occasion at which a quorum of a subcommittee or special committee is present and at which Commission business is discussed does a subcommittee or special committee constitute a "meeting."

4.4 Any special committee or subcommittee shall be automatically dissolved once the purpose for which it was formed is complete.

Rule 5. Proposing Charter Amendments to the Commission.

5.1 A request to present a proposal for Minneapolis Charter change shall be filed with the Charter Commission Coordinator prior to the scheduled meeting. The Commission may defer consideration of a proposal to change the Minneapolis Charter which is not filed with the Charter Commission Coordinator at least three business days prior to a scheduled meeting. The Commission will discuss the request at its first meeting after the notice is filed or at its next scheduled meeting thereafter. If a resolution is adopted by obtaining a majority vote of the Commissioners present and voting, the Commission shall also set a time for the resolution to be considered at a public hearing. A public hearing is required prior to placement of a proposed Charter amendment on the ballot unless two-thirds of the Commissioners present and voting vote not to hold a public hearing.

5.2 Charter amendment proposals submitted by voter petition shall be placed on the ballot if properly and timely submitted in accordance with applicable law. The Commission will consider non-petition Charter amendment proposals to be placed on the ballot submitted to it in writing before the Commission's June meeting; provided that there is no assurance that such consideration will be completed by the deadline necessary to place non-petition proposals on the ballot and persons making non-petition Charter amendment proposals are encouraged to submit them at the earliest date possible. Power to limit or extend time of scheduled presentations, other than by Commission members, will be at the discretion of the Chairperson, but a majority of the Commissioners then present and voting may also by motion terminate or extend the time, or set the time limit, for presentations, which shall supersede the Chairperson's discretion.

5.3 No non-petition proposal to amend the Charter or to place the proposed amendment on the ballot may be adopted unless such resolution is, in each case, approved by at least a majority of the Commissioners present and voting.

Rule 6. Procedure for Handling Voter Petitions

6.1 When a proposed amendment by petition is in excess of 1,000 words and a summary has been prepared as required by Minnesota Statute § 410.12, Subd. 1, the Chairperson shall call a special meeting to be held within ten days of the submission of the proposed amendment and summary, to approve the proposed amendment and summary as to form and substance. The Chairperson may appoint a subcommittee, pursuant to Rule 4, to prepare, within ten days after the receipt of the proposed amendment and the summary, revisions to the summary if the summary submitted is not acceptable to the Commission as to form and substance so that the summary fairly complies with the requirements of Minnesota Statute § 410.12, Subd. 1. Within ten days after receipt by the Commission of the proposed amendment and the summary from the proposers, the Commission shall return to the proposers the amendment and the summary with such modifications as the Commission deems necessary in order that the summary may fairly comply with the requirements of Minnesota Statute § 410.12, Subd. 1. Modification of the summary by the Charter Commission shall be signed by enough Commissioners voting in favor of such modification of the summary at the special or regular meeting to constitute the majority needed for passage.

6.2 A voter petition for a proposed Charter amendment under Minnesota Statutes § 410.12, Subd. 3 is filed when the City Clerk receives it on behalf of the Commission.

6.3 Transmittal of the petition for the proposed amendment to the Minneapolis City Council shall be made at a regular or special Commission meeting. The Chairperson shall call a special Charter Commission meeting for the purpose of acting on the transmittal if no regular meeting is scheduled within ten days of the filing.

Rule 7. Motions.

7.1 Motions to table shall be debatable.

7.2 A motion to rescind or reconsider an action of the Commission must be made no later than the next regular meeting of the Commission, except in those instances where proposals for Charter amendments already have been transmitted to the Minneapolis City Council and are no longer subject to rescission. The motion requires a two-thirds vote of the Commissioners present and voting.

APPENDIX D
PROCEDURAL RULES FOR THE REDISTRICTING GROUP
APPROVED BY THE MINNEAPOLIS CHARTER COMMISSION ON MARCH 2, 2011

1. All members of the Minneapolis Charter Commission and the Advisory Group will serve as the Redistricting Group.

2. Members of the Redistricting Group shall represent the residents of Minneapolis and shall do their very best to put aside any personal biases or interests while redistricting City Wards and other city election districts.

3. The meetings and the work of the Redistricting Group will be governed by applicable law, the Minneapolis City Charter, these Rules and Robert's Rules of Order, as most recently revised.

4. The Chair of the Charter Commission shall be the chair of the Redistricting Group. If the Chair is not present, the Vice Chair of the Charter Commission shall serve instead. If the Vice Chair is not present, the Redistricting Group shall elect a temporary chair for that specific meeting. When the Vice Chair or temporary chair is serving as the chair of the meeting, they shall have all the duties and authority of the chair.

5. A quorum shall consist of the majority of the Redistricting Group except for public hearings. If a meeting, other than a public hearing, is held and there is not a quorum present, the Redistricting Group may meet as a committee and the work of the Group's committee shall stand for approval at the next meeting of the Group when a quorum is present. The Redistricting Group shall not take action at a public hearing.

6. The Chair shall prepare an agenda for each meeting. The Redistricting Group may change the agenda by a majority vote of the members present and voting.

7. All actions taken by the Redistricting Group shall be by a majority vote of those present and voting. All votes on any aspect of redistricting shall be done in open meetings of the Redistricting Group, except for the approval of the final redistricting map which will be done in an open meeting of the Minneapolis Charter Commission.

8. When a voice vote is being taken and the Chair is in doubt, the Chair may ask for a show of hands to determine the vote. Any member of the Redistricting Group may ask for a show of hands on any vote if the member is unclear on the outcome of the vote.

9. A member of the Redistricting Group wishing to speak shall address the Chair and when recognized by the Chair shall have the opportunity to speak. The Chair may impose reasonable time limits on speakers.

10. The Redistricting Group shall have a three member Operations Committee which shall be responsible for hiring staff and serving as a liaison with the city staff. The Chair of the Redistricting Group shall chair the Operations Committee and shall appoint two other members to serve on the Operations Committee.

11. All meetings of the Redistricting Group, whether working meetings or citywide public hearings, shall be open to the public and the public shall be noticed through the Minneapolis city's website. All neighborhood organizations recognized by the City of Minneapolis shall be notified of all Group meetings. Interested individuals or organizations may request to be placed on the City Clerk's electronic distribution list.

12. The Redistricting Group may use all appropriate means, including the Minneapolis Web site and other electronic media to communicate with the public.

13. During the process of redistricting, the Redistricting Group shall keep in mind the “Recommended Principles for Redistricting Minneapolis Wards and Park Districts after the 2010 Census”, as adopted by the Charter Commission on October 6, 2010.

14. The Redistricting Group shall redistrict the city Wards, the Park and Recreation districts, and any other election districts at the same time. Once the first draft of all the redistricting plans for the city Wards, the Park and Recreation districts, and any other election districts have been completed, the Charter Commission will hold at least two (2) citywide hearings for public input. The Redistricting Group will consider the public comments while drafting the proposed redistricting maps. Once the proposed redistricting maps are completed, the Charter Commission will hold at least two (2) citywide public hearings for the purpose of reviewing the proposed redistricting plans and securing the public’s input. The Redistricting Group will consider the public comments while drafting redistricting maps. The Redistricting Group will recommend and forward a proposed final map to the Minneapolis Charter Commission for its consideration. Before adoption of Park and Recreation Districts, the Charter Commission shall notify the Park and Recreation Board of the proposed plan and consider any recommendations of the Park and Recreation Board, all in a manner consistent with the Charter.

15. The Redistricting Group will dissolve once the redistricting of the 13 Minneapolis Wards, the six Minneapolis Park and Recreation Board’s districts, and any other election districts over which it has jurisdiction has been recommended to the Charter Commission, unless a court finds the plan improper and returns it.

16. Once these rules are adopted by the Charter Commission, only the Charter Commission can suspend or amend these rules by a two-thirds-vote of the Charter Commissioners present and voting. The Redistricting Group may recommend changes to the rules for adoption by the Charter Commission.

APPENDIX E
RECOMMENDED PRINCIPLES FOR REDISTRICTING
MINNEAPOLIS WARDS AND PARK DISTRICTS AFTER THE
2010 CENSUS
MAY 2011

I. Principles to follow while actually redistricting Wards and Park Districts

A. Complete the redistricting process as soon as practicable after the Minnesota Legislature has completed its reapportionment process.

B. All members of the Minneapolis Charter Commission and the Advisory Group will serve as the Redistricting Group and will redistrict Minneapolis' 13 Wards and the six Park Districts.

C. Reach out to individuals and organizations who may be interested in redistricting and if they are interested in the process of redistricting notify them of all the Redistricting Group meetings and material used by the group. Individuals and organizations interested in redistricting prior to the beginning of the redistricting process will continue to be informed about any meetings or information on redistricting. Use the City's website and email service to send information to individuals or organizations.

D. Obtain assistance of the City Attorney's office and other city resources as soon as the Advisory Group has been appointed to:

1. prepare documents setting out the requirements and timelines for redistricting,
2. spell out the federal requirements, including that redistricting must avoid discrimination against racial or language minorities and must not violate the Equal Protection Clause of the 14th Amendment to the federal Constitution and Section 2 of the Voting Rights Act, and
3. prepare any other legal documents that are needed or reasonably requested by the Redistricting Group while redistricting the Wards and Park Districts.

E. The Redistricting Group will obtain financial assistance from the City Council to fund the redistricting process and will seek the use of the City Clerk's office, the City Elections office, the City Attorney, the City's Communications department, the City's GIS department, and the Planning Department. The Redistricting Group will prepare a budget to redistrict the City's Wards and Park Districts as soon as possible.

F. Follow the City Charter's requirements outlined in Chapter 1, Section 3 and Chapter 16, Section 1.

G. The Charter Commission will write rules that the Redistricting Group will follow to redistrict the Wards and Park Districts.

H. Because the Charter Commission is a non-partisan body appointed by the Chief Judge of the District Court, and because the Advisory Group will be appointed on a non-partisan basis by the Charter Commission, all Charter Commissioners and members of the Advisory Group will participate in redistricting on a non-partisan basis. Members of the Commission and the Advisory Group will encourage persons or organizations to bring their ideas to the Redistricting Group at an open meeting. If the person or organization cannot attend an open meeting of the Redistricting Group, then the person or organization should submit its proposal to the Charter Commission Coordinator who will submit the proposal to the Redistricting Group at an open meeting.

I. The Redistricting Group will represent all the citizens of Minneapolis and will do their very best to put aside their personal biases or interests while redistricting the City Wards and Park Districts.

J. Advisory Group members shall bring added diversity to the Redistricting Group.

K. All work on redistricting will be done in open meetings with the time, date and location of the meetings listed on the city of Minneapolis web site. Proper notice will be given for each meeting on redistricting.

L. Any votes on any aspect of redistricting will be done by the Redistricting Group except for the approval of the final map. The final Ward map to be filed with the City Clerk and the final Park Board district map to be filed with the Park Board must be approved by a majority of the Charter Commissioners voting at a duly called Charter Commission meeting.

M. The Redistricting Group will keep communities of interest in one Ward whenever possible.

N. Subject to applicable law and the overriding principles of fairness and equity and in the interest of continuity, the Redistricting Group will change the boundaries of the Wards or Park Districts as little as possible.

O. The Redistricting Group will hire non-partisan staff to use redistricting software to draw maps for the Group.

P. The Redistricting Group will prepare the first draft map for new Wards.

Q. After preparing a first draft redistricting map for the City Wards, the Redistricting Group will hold at least two public meetings for citizens' input. After the meetings, the Redistricting Group will review the testimony of the citizens and shall consider changes to the first draft redistricting map.

R. Upon completion of a City Ward proposed redistricting map approved by the Redistricting Group, the Redistricting Group shall publish the maps for at least 7 days and then hold at least two public meetings for citizens' input. Neighborhoods delineated by the City's Planning Department shall be solicited for input too. After the public meetings and input from the neighborhoods, the Redistricting Group will review the new testimony of the citizens and shall consider any changes to the map. Thereafter the map and any revisions will be submitted to the Charter Commission for approval.

S. Upon approval of the final Minneapolis Ward redistricting map by a majority of the Charter Commissioners voting at a duly called meeting of the Charter Commission, the Commission will file the map with the Minneapolis City Clerk. If the District Court returns the map to the Charter Commission because the map was found improper, the Charter Commission shall, at a duly called meeting, receive the Order of the District Court and reconvene the Redistricting Group. Once reconvened, the Redistricting Group shall revise the map and again, after approval of the map by a majority of the Charter Commissioners voting at a duly called meeting of the Charter Commission, the Commission shall file the approved map with the Minneapolis City Clerk.

T. The Redistricting Group will follow a similar process as delineated in letters P through R above while redistricting the Park Districts. It will inform the Park and Recreation Board of the new Park Districts when the proposed redistrict map has been approved by the Redistricting Group. It will provide the Park and Recreation Board with an opportunity to review the map and make recommendations to the Charter Commission in accordance with applicable provisions of the Charter. Upon approval of the final Minneapolis Park District redistricting map by a majority of the Charter Commissioners voting at a duly called meeting of the Charter Commission, the Commission will file the map with the Minneapolis Park and Recreation Board. If the District Court returns the map to the Charter Commission because the map was found improper, the Charter Commission shall, at a duly called meeting, receive the Order of the District Court and reconvene the Redistricting Group. Once reconvened, the Redistricting Group shall revise the map, provide the map to the Park and Recreation Board for its review and recommendations to the Charter Commission, the Charter Commission shall consider such recommendations, and after approval of the map by a majority of the Charter Commissioners voting at a duly called meeting of the Charter Commission, the Commission shall file the approved map with the Minneapolis Park and Recreation Board.

II. Principles to follow by the Charter Commission in Choosing Members of the Advisory Group

A. The appointment process for members of the Advisory Group to work with the Charter Commission to redistrict the Minneapolis Wards and Park Districts will begin in early 2011.

B. Prior to the appointment process, the Charter Commission or a committee of Commissioners will adopt a proposed job description and an application form which persons interested in serving on the Advisory Group will be asked to complete. This is an open process and some information on the application form, as permitted by law, will be public information.

C. The Charter Commission or a committee of Commissioners will hold a public hearing to seek comment on the proposed job description and the application form for prospective members of the Advisory Group.

D. The Charter Commission or a committee of Commissioners will review the citizens' input and will finalize the job description and the application form for prospective members of the Advisory Group. The Charter Commission will approve the job description and the application form to be used to select Advisory Group members.

E. The Charter Commission will follow the procedure outlined in the Charter amendment to choose the members of the Advisory Group. The public will be notified through the city's website, and other means, where and when the applications for the Advisory Group are available, the final date applications will be received, and the eligibility requirements for membership on the Advisory Group. Members must be eligible voters in the city of Minneapolis and meet the other requirements of the Minneapolis Charter. The application period will be open for at least 45 days.

F. The Charter Commission may appoint a committee of the body or use the Charter Commission itself to review all applications, identify persons eligible under the Charter and recommend to the Charter Commission persons for the Advisory Committee. The process will be done in public meetings with the public being notified of the time, date and place of the public meetings. The Charter Commission will be looking for persons to serve on the Advisory Committee who will bring diversity to the Redistricting Group, are active citizens, have knowledge of the many communities within the city, and will serve on a non-partisan basis. Final selection will be by the Charter Commission.

G. The Advisory Group is intended to bring added diversity and citizens' participation to the redistricting process.

H. Persons applying for and members chosen to serve on the Advisory Group will always keep in mind that the Redistricting Group (Charter Commissioners and the Advisory Group) will be operating in a nonpartisan manner. Therefore members of the Advisory Group, being an integrated part of the Redistricting Group, will operate in a non-partisan manner. They are citizens representing all the citizens of the city.

III. Principles to follow in drafting the role of the Advisory Group

A. There will be an orientation meeting for the Advisory Group and the Charter Commission, after the members of the Advisory Group are chosen, at which time the City Attorney will be asked to brief the Redistricting Group on its duties.

B. Subject to III(E), the Advisory Group and the Charter Commission will sit together as one group to propose to the Charter Commission the new Minneapolis Wards and Park Board Districts based on the City Charter.

C. Advisory Group members should participate on an equal basis with members of the Charter Commission in discussing and drawing proposed maps for the redistricting of Minneapolis Wards and Park Districts.

D. The members of the Advisory Group may vote on any matter or maps that come before the Redistricting Group, except for the final map, which must be approved by a majority of the Charter Commissioners voting at a duly called meeting of the Charter Commission.

E. Advisory Group members are expected to participate in all meetings with the public that are scheduled by the Redistricting Group.

F. At all times the Advisory Group members will be non-partisan and will represent all the citizens of Minneapolis.