

City of Duluth

American Indian Commission

Articles

Article I: Identity

Name: This organization shall be known as the American Indian Commission of the City of Duluth.

Address:

Article II - Origin and Power

Establishment: created by ordinance....serve s in an advisory capacity to the City Council of Duluth and Administration.

Article III - Duties and Objectives

Duties: The Commission is designed to serve in an advisory capacity to the City Council and Administration

Objectives: The objectives of the Commission are to guide in the development of policy, planning and services, so as to ensure the promotion of the American Indian community is incorporated in the decision making, future planning and stewardship of the City of Duluth. To bring about the achievement of these objectives and policies.

Relationships

- increase public understanding and acceptance of the American Indian community and culture,
- develop process to institutionalize dialogue with City Council, Mayor's office and city departments
- create American Indian community involvement in other aspects of city, community affairs

Information

- develop research and information on the American Indian community
- establish community development objectives and policies,
- develop a strategic plan for American Indian community

Participation

- review all matters relating to or affecting the services, facilities, policies and issues before the city
- serve as a forum for citizen involvement and expression on issues affecting the community
- resource development, identify, apply for funds on behalf of the American Indian community
- make recommendations to the City Council regarding provisions of the consolidated plan and the analysis of impediments to fair housing
- draft and recommend to the City Council for adoption, resolutions and ordinances empowering and promoting American Indian community development

Article IV - Membership

Number: Said Commission shall consist of 15 members. The Commission will consist of nine (9) members with voting rights, four (4) ex-officio members and two (2) alternates. The composition of the nine voting members will be American Indians with the majority residing within the City of Duluth. The other four ex-officio Commission members will be designated from specific areas that benefit the work of the Commission on behalf of the city. These four members do not have to be American Indians. However, this does not exclude American Indians from appointment to these positions. There will be two alternates assigned to six (6) and seven (7) members respectively. These alternates will be American Indian to ensure they have voting rights. These alternates will be required to attend all meetings and in the event of an absence will assume the role of the absentee. In the event of multiple absences at a meeting, the priority for alternates will be to assume absent voting members roles to ensure business can be conducted. The Commission membership will be appointed by the Mayor, subject to confirmation by the City Council.

Terms: Members shall be appointed for terms of three years and can serve no more than two consecutive terms. Any vacancy in membership shall be filled by appointment by the Mayor subject to confirmation by the City Council, and such vacancy appointments shall be for the unexpired term of the vacating members.

Removal: Members shall be subject to removal by the Mayor, for cause, but only after Council approval, after notice and opportunity for a hearing before the Council.

Absenteeism: If any member fails to attend three consecutive regular meetings of the Commission without satisfactory explanation, notice of such failure shall be forwarded to the Mayor and Council with the request for removal of such member from the Commission.

Expenses: Members shall serve without salary, but cost of sending notices, preparing and distributing minutes and other clerical expenses shall be paid by the City for the general fund together with such extraordinary expenses as are authorized by the City Council. A fund will be established to pay transportation and child care costs for members to allow for their regular attendance.

Article V - Officers and Duties

Titles: The Officers of this commission will comprise of two Co-Chairs and a Secretary.

Co-Chairs: Shall preside at all meetings, appoint committees, rule on procedural questions subject to reversal by a two-thirds vote of members in attendance, exercise the same voting rights as the other Commissioners and carry out such other duties as are assigned by the commission. A Co-Chair shall act in absence or inability of the other Co-Chair. The Co-Chairs shall alternate quarterly in presiding over the commission meetings. The Co-Chair who is not presiding over the Commission meeting shall preside over the Executive Committee.

Secretary: The Secretary shall be responsible for notifying all members of meetings, circulating agendas, performing research work and preparing reports as are necessary to fully advise the Commission on all facts on matters before the commission, keeping on file all files of official records and reports of the Commission, keeping written record of Commission meetings, transactions and actions, serving required notice of all public hearings and public meetings, maintaining and circulating minutes, reporting on and attending to correspondence of the Commission and carrying out such other duties as are assigned by the Commission.

Article VI - Election of Officer

Terms: Officers shall be elected by secret ballot at the annual meeting of the Commission. Terms of office shall be for one year and no member shall hold the office of Co-Chairs for more than two years consecutively, Officers shall serve until replaced by a duly elected officer in accord with these procedures.

Nominating Committee: The presiding Co-Chair may appoint a Nominating committee, nominations may also come from the floor.

Majority Required: Candidates for office, must receive majority votes of total membership shall be declared duly elected.

Vacancies: Vacancies occurring in offices of the Commission shall be filled forthwith by regular election procedure at the next regular Commission meeting.

Article VII - Meetings

Annual Meeting: An annual organizational meeting shall be held in January of each year. Election of officers shall be conducted and proposed amendments to by-laws may be acted upon.

Regular Meetings: Regular meetings of the Commission shall be held on the...at a time and place agreed upon by the Commission at a prior meeting. In the event that the regular meeting day falls on a legal holiday, the meeting shall be held on the following day.

Public Hearings: Public hearings will be conducted on a quarterly basis and may at the discretion of the Commission coincide with a regular meeting. The place, time and date will be set by the Commission.

Special Meetings: Special meetings may be called at the discretion of the Co-Chairs, or at the written request of at least five members who shall convey such request to the Secretary.

Notice of Meetings: (time and place) Annual meetings (10 days), Regular meetings (3 days), Special meetings (1 day) (shall state time, place and purpose)

Article VIII - Pre-Meeting Procedures

Agenda: shall be developed in writing by the Executive Committee and distributed by the Secretary of the Commission.

Application Deadlines: All agenda items shall be in writing or petition, along with any and all necessary forms.

Reference to Committee: Co-Chairs and Secretary may refer any matter to a Commission standing committee before placing such matter on the agenda, and in such event the pertinent committee shall meet and consider said matter and report thereon before the Commission takes final action: Also any three members of the Commission, may prior to or during full Commission discussion, require that a matter be considered by a Commission committee.

Reports: The Secretary shall develop the necessary information and distribute it to the Commission members prior to the Regular meeting and/or Annual meeting or Special meeting. The necessary information shall comprise of information pertinent to an agenda issue requiring a decision by the Commission.

Article IX - Meeting Procedure

Rules of Order: Roberts Rules of Order, as most recently revised, shall govern meeting procedures.

Quorum: A majority of the total membership of the Commission (7) shall constitute a quorum for meeting purpose; however, no less than five affirmative or negative votes shall be required to transact business or making binding decisions on behalf of the Commission.

Conflict of Interest: Whenever a Commission member shall have a direct or indirect personal or financial interest being considered before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter; and shall in no event vote upon said matter. When there is a question as to the existence of a conflict of interest, the presiding Co-chair shall make ruling thereon.

Suspension of Rules: May temporarily suspend rules by 3/4 vote of Commission members in attendance.

Public Participation: The public shall be given an opportunity to speak on all agenda items pursuant to written provisions below.

Dispensation: a motion must be made and passed to dispense any agenda items.

Non-Agenda Matters: No binding/action may be taken on any matter not on the written agenda. However, an item can be placed on the agenda by unanimous vote of the Commission for

presentation purposes only. The Commission may then determine what may be the most appropriate course of action regarding the issue.

Tabling: has the effect of laying the matter over until the next regular meeting unless otherwise specified.

Time Limits: The presiding Co-Chair shall develop time limits on speakers, presentations and public commentary.

Order of Appearance: The presiding Co-Chair will decide on order of presentations and of persons desiring to speak.

Article X - Committees

Standing: There shall be standing committees of at least three Commission members each, appointed by the Executive Committee for the purposes of determining policies of the Commission and executing its orders and meeting, deciding and reporting of all other matters referred to such committees. The members shall be appointed at the next regular meeting following the annual meeting and shall serve for the term of one year or until a successor is appointed. Each standing committee shall elect a chair to represent their work. No officer of the Commission may serve as a chair of a standing committee.

Executive Committee: Shall comprise of the Officers of the Commission. The Executive Committee is responsible for the development of the agenda for all Regular, Annual, and Special meetings. Other duties developing the necessary information for the commission to address issues. The Executive Committee will meet no later than one week before the Regular Commission meeting.

Article XI - Amendment of By-Laws

Maya be amended at the annual meeting by two-thirds vote of commissioners in attendance and notice of copies of any proposed amendments shall be given all commissioners along with meeting notice. No interim amendments shall be allowed unless each Commissioner receives at least thirty days written notice of intent to amend, including the date, time and place such amendment will be voted on, and an exact copy of the amendment as proposed. Interim amendments.