

MINUTES
CHARTER REVIEW COMMISSION
OCTOBER 15, 2014 MEETING

- **Call to Order**

Bob Dubey, Charter Review Commission Chair, called the meeting to order at 6:34 p.m. He welcomed guests and asked them to introduce themselves. Mr. Dubey also asked the Commissioners to introduce themselves.

Commissioners Present:

Bob Dubey, Chair
Ron Taylor, Vice Chair
Gerald Bright, Commissioner
Marta Gomez Frey, Commissioner
Kim Quirk, Commissioner
Helene Lee, Commissioner
Jason Lemons, Commissioner
Bill McCalpin, Commissioner
John Murphy, Commissioner
Nancy Wilson, Commissioner
Erica Yaeger, Commissioner

City Council/Staff Present:

Laura Maczka, Mayor
Dan Johnson, City Manager
Shanna Sims-Bradish, Assistant City Manager
Pete Smith, City Attorney
Aimee Nemer, City Secretary

Guests Present:

Charlie Newton
Cheri Duncan-Hubert

- **Charter Commission Orientation**

Welcome

Mayor Maczka welcomed the Commission and thanked them for serving. She reviewed the application process and the City Council's Charge to the Commission:

- (a) to review the Charter for purposes of recommending amendments as necessary to cause the Charter to conform to federal and state law where conflict or inconsistencies exist;
- (b) to review the Charter for purposes of recommending amendments as necessary to clarify and condense existing Charter sections to improve the effective application of the Charter;
- (c) to review the Charter for any other provisions of the Charter as the Charter Review Commission determines necessary.

Introductory Comments

City Manager Dan Johnson also welcomed the Commission, introduced staff, and discussed staff resources that are available to the Commission.

History of the Charter

City Secretary Aimee Nemer reviewed the history of the Charter and Charter Amendment elections.

Texas Open Meetings Act

City Attorney Pete Smith reviewed the Texas Open Meetings Act. He informed the Commission that all meetings would be open to the public and posted in accordance with state law. He cautioned commissioners on deliberating outside of a posted meeting, including the use of phone calls, emails, texts, and social media.

Meeting Logistics

Bob Dubey, Chair, explained that as chair, he would facilitate the meetings and in his absence, Ron Taylor, Vice Chair, will conduct the meetings.

Rules of Procedures

Mr. Dubey reviewed the following rules of procedures.

- Discussion on each topic will include all Commissioners.
- Recommendations will be made by a motion and second, followed by any further discussion and a vote.
- Commissioners will share their opinion once and allow all others to express opinions before speaking again.
- All members will vote.
- A quorum will consist of six (6) members and is required for a vote.
- Guests are welcome but will not participate in discussions or votes.
- Commission should refer to City Attorney for clarification if needed.

Rules of Conduct

Mr. Dubey reviewed the following rules of conduct.

- Always remember the charge/role of the Commission.
- Play nice.
- Be respectful of others and their opinions.
- Don't be absent and be on time.
- If you must miss a meeting, contact City Secretary, Aimee Nemer.
- Be concise with your thoughts and be respectful of time limitations.
- Avoid using social media to discuss the Charter and the process.
- It is inappropriate to contact the Council about Charter business.
- Enjoy the process.

Set Meeting Schedules

The Commission discussed a public hearing process, meeting times, meeting locations, and a proposed schedule of meetings. There was also discussion regarding the public hearing process and how public input would be submitted to the Commission.

The Commission determined that regular meetings will take place in the Large Conference Room, City Manager's Office; and the public hearing would take place in the Council Chambers if possible.

The Commission also determined that public input would be available on the City of Richardson website under the Charter Review Commission page.

Regarding the public hearing proposed for November 5, 2014, Commissioner Gerald Bright moved that the hearing begin at 6:00 p.m. and that speakers be allowed three (3) minutes to speak with the Chair having discretion to increase the time. The motion was seconded by Commissioner Bill McCalpin. The motion passed unanimously.

- **Adjourn**

With no further business, Commissioner Nancy Wilson moved to adjourn the meeting at 7:49 p.m., seconded by Commissioner John Murphy, and passed unanimously.

Bob Dubey, Chair

ATTEST:

CITY SECRETARY