

ClerkOffice

From: Mark Katzman <mjk2@mac.com>
Sent: Wednesday, July 10, 2019 10:29 AM
To: ClerkOffice
Cc: Rjnorton861@gmail.com; Fred Marano
Subject: Charter Review Committee By-Laws
Attachments: CRC By-Laws 04-25-19.doc

Please place "Approval of Charter Review Committee By-Laws" on the Town Council Agenda.

A copy of the By-laws as approved by the committee is attached.

The only change we made was to section 1-3 where you can see stricken text.

Thank you,

Mark J. Katzman, Secretary CRC

PORTSMOUTH CHARTER REVIEW COMMITTEE BY-LAWS

Approved by the CRC on 04/25/19

SEC. 1.0 CHARTER REVIEW COMMITTEE

SEC. 1-1. Created: Number/Qualifications/Appointment of Members

The Charter Review Committee of the Town of Portsmouth shall consist of not more than thirty-two (32) members, all of whom shall be a qualified elector of the town. Members shall be appointed by the Town Council.

SEC. 1-2. Compensation/Appointment/Term/Vacancies

Appointments to the Charter Review Committee shall be without compensation and for a term of two years. Vacancies caused by resignation, death, or for any other reason may be filled by appointment by the Town Council. Members shall hold office until their successors have been duly appointed.

Status of members who miss unexcused more than three consecutive regularly scheduled meetings will be reviewed to determine the advisability of their continued service on the Committee. A regularly scheduled meeting is defined as a meeting planned and agreed upon at a previous meeting with a majority of members in attendance.

SEC. 1-3. Officers

The Committee shall elect a chairman, vice-chairman, and secretary from its membership for a term of office of two years. ~~Chairman may not succeed themselves in office. Election of officers shall take place at the first regular meeting of the Committee each calendar year. Each officer shall continue in office until their successor is duly elected.~~

The chairman of the Committee shall preside over all meetings and, in his/her absence, the vice-chairman shall perform his/her duties.

It shall be the duty of the secretary to keep minutes of all Committee meetings, and records, or any of its transactions and authenticate the same. All records shall be kept by the secretary as the Committee's permanent records. These records shall be available to the general public for inspection at the Town Clerk's office. The secretary shall coordinate the Committee meeting and public filing requirements with the Town Clerk.

SEC. 1-4. Powers and Duties – Generally

The Charter Review Committee shall advise the Town Council on matters relevant and pertinent to the Portsmouth Town Charter. The Committee is authorized to initiate areas of inquiry and study on its own initiative. The Committee shall investigate and review potential areas of change to the Charter and shall by majority vote make recommendations to the Town Council for changes to the Town Charter. The CRC must submit to the Town Council any/all voted on and approve Charter Change proposals by no later than May ~~2012~~. 2020.

SEC. 1-5. Assistance Rendered by Other Town Departments, etc.

The Committee, for the purpose of investigation and in connection with the performance of its duties, and with the assistance of the Town Administrator, may call on other town departments, boards, or agencies of the town for information, assistance, or advice as may be conveniently rendered by such departments, boards, or agencies.

SEC. 1-6. Rules for Transaction of Business; Records of Resolutions, Findings, Determinations, etc.

The Charter Review Committee shall keep permanent and accurate records of all its resolutions, transactions, findings, determinations, and recommendations. The Town Clerk's office shall be the repository of all such material including Committee minutes, records, and reports.

SEC. 1.7. Public Meetings: Right to be Heard

All meetings of the Charter Review Committee shall be open to the public and any person shall be entitled to appear and be heard on any matter before the Committee. Notices of meetings shall be posted in accordance with the RI Open Meetings Law.

SEC. 1.7.1 Public Meetings: Frequency

The Committee may schedule its regular meetings in monthly, bimonthly, or quarterly intervals depending upon its anticipated workload. The Committee may also schedule special meetings as required.

SEC. 1.8. Public Meetings: Voting and Conduct

A majority of the membership of the committee shall constitute a quorum necessary to hold a meeting and conduct the business of the Committee. All meetings and voting of the Charter Review Committee shall be conducted in accordance with Robert's Rules of Order subject to State law, but the said Robert's Rules shall be liberally construed to promote a fair and orderly meeting free of surprise and confusion. All Committee business shall be stated in clear and unambiguous language.

SEC. 1.9. Public Records/Annual Reports

All records of the Charter Review Committee shall become public records. The Committee shall file an annual report on or before the last day of June of each year with the Town Clerk, a copy of which shall be forwarded to the Town Council.