Resolution

Amendment No. One
R-1112-109

AMENDING SECTION 8 OF A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING A CHARTER REVIEW COMMISSION FOR THE PURPOSE OF CONDUCTING A TARGETED REVIEW OF THE NORMAN CITY CHARTER AND TO REPORT ITS FINDINGS TO THE CITY COUNCIL TO REMOVE LANGUAGE LIMITING THE NUMBER OF MEMBERS THAT MAY SERVE FROM ONE WARD.

§ 1. WHEREAS, the City of Norman is a home-rule municipal government with its Charter governing the City's municipal affairs; and

§ 2. WHEREAS, since its inception in April 1902, the City Charter has been amended a total of seventeen times with the City using charter committees on seven occasions, all of which were established as *ad hoc* committees; and

§ 3. WHEREAS the City of Norman City Council has studied the creation and mechanics of a Charter Review Commission ("Commission") in multiple public meetings to conduct this targeted review of the Charter; and

§ 4. WHEREAS, the Norman City Council heard and evaluated the information surrounding the creation of a Charter Review Commission at a study session on December 13, 2011; and

§ 5. WHEREAS, serving on the Charter Review Commission provides citizens an opportunity to directly participate in shaping the Charter to meet the City's needs.

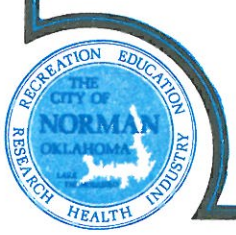
§ 6. WHEREAS, the Norman City Council now desires to create a Commission for the purpose of reviewing the City's current Charter and making recommendations to the City Council for consideration of submission to the voters for amendment thereto; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 7. *Creation & Purpose.* The City Council hereby establishes a Charter Review Commission to conduct a targeted review of the Norman City Charter and report its recommendations at a public meeting to the City Council on the following:

(a) Review Article II, Section 1 of the City Charter to consider changing verbiage from "compensation" to "stipend" in regards to compensation of City Council members.

(b) Review Article III, Section 1 of the City Charter to consider simplifying the process for removal of the City Manager.



(c) Review Article III, Section 6 of the City Charter to consider creating a mechanism under which the City Council could request information regarding a specific City Department from the City Manager.

(d) Review Article III, Section 7 to consider requiring a City employee to take a leave of absence to run for partisan political office.

(e) Review Article XVI, Section 2 to consider whether City Council should be empowered to increase utility rates not more than three percent (3%) annually without requiring a city wide vote.

(f) Review Article XVII, Section 2 to consider whether employee compensation language needs to be modernized.

(g) Review Article XX to consider amending or updating the Reapportionment Commission process or procedure.

(h) Review whether or not there should be a scheduled review of the Charter within the Charter itself.

§ 8. *Appointment, Composition and Timetable of the Commission.* The Commission will be organized as follows:

(a) The Commission will consist of thirteen (13) registered voters residing in the City of Norman.

(b) Appointees to the Commission shall apply for appointment indicating particular skills, abilities, experience, education or other relevant factors that they believe will contribute to the charter review process and/or reflect the diversity of the residents of the City.

(c) The City Councilmembers will each appoint an applicant from their respective Ward and the Mayor will appoint an applicant at large to serve on the Commission.

(d) The Council will then appoint four (4) additional at-large members from a pool of applicants. These applicants must possess broad experience and perspective in civic or other organizational governance and may by education, experience or training, come from the fields of the law, academia, or public administration/policy or other area of special expertise.

(e) The Commission will select from among its members a Chair and Vice-Chair.

(f) The Commission's term will last no more than one year with the Commission holding no more than one meeting each month, provided that the term could be

extended on a quarterly basis at the request of the Commission and upon approval of Council.

(g) If no amendments or revisions are recommended to the Council, the Commission shall be automatically dissolved after approval of its Final Report.

(h) The Commission shall be staffed by no less than three City employees – the City Attorney, City Manager, and the City Clerk, or their respective representatives. These City offices may provide additional support as they deem necessary and appropriate.

§ 9. *Duties.* The Commission is charged as follows:

(a) To review the sections of the City Charter as outlined in Section 7 of this Resolution and to consider whether those sections of the Charter meet the current needs of the City and whether those sections of the Charter should be amended to meet the City's current and/or future needs;

(b) To educate the community about the proposed amendments, the Charter and the review process by holding at least one public hearing each quarter to discuss various topics concerning the charter review process;

(c) To perform such other duties as the City Council directs by motion or resolution; and

(d) To create policies and procedures as guidelines for the functioning of the Commission in areas including but not limited to attendance, receiving public testimony, structure or format of meetings, frequency of public hearings.

§ 10. *Removal.*

(a) Commission members will be required to attend all meetings with absences at two consecutive meetings or three total meetings being grounds for removal from the Commission.

(b) Any member who is removed for absenteeism shall be replaced promptly.

(c) A vacancy shall be filled in the same manner as the original appointment.

(d) Any member may be removed by majority vote of the City Council without cause.

(e) Upon removal of any Commission members, the number of members on the Commission shall be no less than eleven (11) and no greater than thirteen (13).

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§ 11. *Reporting & Recommendations.*

(a) All Commission meetings will be open to the public.

(b) The Commission will make the minutes of each meeting available to the City Council.

(c) At least once every quarter the Commission will hold a public hearing.

(d) In the event the Commission has interest in hearing from persons with special expertise on an issue, the Commission will be permitted to consult with various groups/experts throughout the duration of its term to educate themselves and/or the public about the City Charter and the review process.

(e) The Commission will not have advisory, ex-officio, or associate members.

(f) Once each quarter the Chair of the Commission will report to Council in a study session to update Council on the Commission's findings.

(g) Each final recommendation in the written Final Report shall be approved by a majority vote of a quorum of the Commission. A quorum of the Commission shall consist of two-thirds of the active members of the Commission. Members who do not approve a recommendation shall be entitled to prepare a minority report to be included with the Commission's Final Report.

(h) The Commission will also submit a Final Report of its findings to Council upon completion of the review process, subject to Section 2(g) of this Resolution, during a special Council meeting wherein the Commission presents its recommendations with Council voting section by section on whether to submit each recommendation to the voters.

PASSED AND ADOPTED this 27th day of November, 2012.

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

Cindy S Rosenthal
Mayor

ATTEST:
Brenda Hall
City Clerk