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1. APPOINTMENT OF CHAIR AND VICE-CHAIR

The selection of Chair and Vice-Chair shall be made by majority vote of the Committee appointed at the first committee meeting of the calendar year.

2. DESIGNATION OF ACTING CHAIR

In the absence or disability of the Chair and the Vice Chair, the Committee Member present who has served longest shall be designated Acting Chair and shall perform the duties of the Chair.

3. MEETINGS

A. CALLING OF MEETINGS:

Meetings of the Charter Revision Committee shall be scheduled on an as needed basis at a time to be determined by the Clerk.

B. ORDER OF BUSINESS:

At each meeting of the Charter Revision Committee, the business to be considered should include the items listed and in the following order:

- a) **Call to Order**
- b) **Roll Call**
- c) **Approval of the Minutes**
- d) **Proposed Charter Amendments**
- e) **New Business**
- f) **Public Comment** – Limited to Items Not on the Agenda in accordance with the Rules of Procedure of the Charter Revision Committee, Article 5 – Public Comment.
- g) **Adjournment**

4. REGULAR BUSINESS

Persons interested in addressing the Charter Revision Committee on items, which appear on the printed Agenda, will be allowed to do so at the time the item is discussed upon recognition by the Chair in accordance with the Rules of Procedure of the Charter Revision Committee, Article 5. Other than asking questions for the purposes of gaining insight or clarification, the Committee shall not interrupt or debate with members of the public during their comments. Once discussion is brought back to the Committee table, persons from the audience will be permitted to speak only by invitation by Committee, through the Chair.

5. PUBLIC COMMENT

Any person not a member of the Charter Revision Committee may address the Committee with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment.

- Any member of the public shall be allowed to speak not more than once nor longer than three (3) minutes on any item, unless so permitted by the Chair.
- The Charter Revision Committee may waive the requirements of this section by a majority of the Committee members.
- Public Comment may be limited when there are fifteen (15) or more people signed up to

speak on one topic through a request of the Chair and a majority vote of the Committee members.

6. SUSPEND RULES

A Rule of Procedure may be waived by a simple majority or by the Chair of the meeting.

7. COMMITTEE DISCUSSION

No member of the Committee shall speak a second time on any item under discussion until all other members desiring to speak on that item have been heard. No member of the Committee shall be allowed to speak for more than three (3)-minutes at a time.