

**1) Mr. Sims facilitates introductions**

-Commissioners introduce themselves (their day jobs, council districts, etc.)

**2) Executive Constantine delivers remarks**

-Modernize, clarify, simplify and clean-up

-Equity & Social Justice, People & Labor, Environmental Stewardship and Best Run Government

**3) Chair McDermott delivers remarks**

-Importance of striking Urban/Rural/Regional Balance

**4) Mike Sinsky provides Public Records and Open Public Meetings overview**

-Public disclosure

-Records retention

-Open public meetings act: is there a quorum? Is commission business being discussed?

-Quorum can be constituted over email and phone as well

-Overview of fines and the potential for invalidating a vote

-Quorum in this case of charter review commission is a majority of commissioners

**5) Mac Nicholson provides overview of Charter Review Commission process**

-What is a charter?

-What is a Charter Review Commission?

-Why have a review commission?

-What is the mission of the Charter Review Commission?

-Overview of timeline for getting amendments on a general election ballot

-How does the commission want to organize themselves?

**6) Mike Hoover provides overview of parliamentary procedure**

-Roberts Rules of Order

-Role of Co-Chairs

-Creating a record of commission minutes and business

-How to bring business before the commission: a motion? An agenda?

-How to amend the business of the commission?

-Overview of rules for debate and for voting

-Mechanism to reconsider items

**ACTION:** Commissioner Ceis introduces a motion to adopt Roberts Rules of Order

**ACTION:** Commissioner Salazar seconds the motion

**ACTION:** Chair Sims calls for a vote. Vote is unanimous in support of adopting the motion.

**7) Mike Sinsky provides overview of 2008 Charter Review Commission process**

-Notion of regional meetings, subcommittee meetings as a way of organizing themselves

-Phases: Gathering ideas, Deliberation of ideas, Public review of ideas, Drafting of report and transmittal to County Council

**ACTION:** Commissioner Salazar introduces a motion to create 2 ad hoc groups for outreach and setting a meeting schedule

Charter Review Commission Kickoff Meeting – Meeting Minutes 7.24.18

Minutes taken by: Calli Knight, Executive Office Staff

**ACTION:** Commissioner Ceis proposes the development of an outreach plan to review and approve at next meeting

**ACTION:** Chair Sims establishes that a small ad-hoc committee be created before next meeting to develop outreach plan to be considered at September meeting

8) **Calli Knight provides overview of County email accounts and facilitates discussion of next meeting date**

-Every 4<sup>th</sup> Wednesday of the month moving forward with the understanding that changes might be made given holidays or other timing challenges

**ACTION:** Commissioners agree to 9/26/18 from 6-8pm for next meeting date

9) **Commissioner Tres introduces concept of drafting an outreach plan to guide the commission's community outreach.**

-Chair Sims suggests forming an ad hoc group to develop a proposal over the month of August to then propose and finalize at the next meeting

-Commissioners agree to this concept.