

CREATIVE PLACEMAKING COMMISSION
Bloomington, Minnesota

RULES OF PROCEDURE

The following rules of procedure are adopted by the Creative Placemaking Commission to facilitate the performance of its duties and the exercising of its functions as a commission created by the City Council under Chapter II, Article V, Division D, of the City Code of Ordinances.

Section 1. MEETINGS

- 1.1 Time and Day.** All regular meetings of the Commission shall be held the first Wednesday of the month at 5:00 PM unless otherwise established by majority vote of the Commission. When the meeting day falls on a legal holiday, the meeting shall take place the second Wednesday of the month at 5:00 PM, unless otherwise scheduled.
- 1.2 Special Meetings.** Special meetings may be called by the Chair or five members of the Commission. Notice shall be given to each commissioner at least three (3) days before the special meeting. In the event of an exigency, the Chair may call a meeting when necessary, provided that reasonable efforts are used to provide notice to all members.
- 1.3 Place.** Regular meetings are held in the Civic Plaza, 1800 W. Old Shakopee Road. Special and emergency meetings shall be held at places convenient to the matters under consideration at the meeting.
- 1.4 Public.** All meetings and all records and minutes shall be open to the public, except as authorized by state law.
- 1.5 Quorum.** A majority of all members currently appointed to serve on the Commission constitutes a quorum to do business at any regular, special, or emergency meeting, but a smaller number may adjourn a meeting from time to time.
- 1.7 Vote.** Except as otherwise specified in these rules or required by state law, voting shall be by voice and shall be recorded in the minutes.
- 1.8 Membership.** The Commission shall consist of nine (9) members.

Section 2. ORGANIZATION

- 2.1 Election of Officers.** In March of each year, the Commission shall elect from its membership a Chair and Vice Chair. The Chair and Vice Chair shall take office immediately following election and shall hold the position until a successor is elected or the person vacates its seat on the Commission. If a Commission member is interested in serving as a Chair or Vice Chair, the member should notify the staff liaison to the Commission a month prior to elections. The Chair will be

elected by the members by simply majority. Voting will continue until one member receives a majority vote. Then the Vice Chair will be elected from the remaining members using the same procedure. Whenever a Chair or Vice Chair position becomes vacant, the staff liaison shall schedule an election to occur at the next meeting. In the absence of a Chair, the Vice Chair shall perform the Chair's duties. In the absence of the Chair and Vice Chair, the member with the most time served on the Commission shall perform the Chair's duties until a replacement is elected.

2.2 Appointment of the Recording Secretary. The recording secretary is the Creative Placemaking Director, or the Director's designee. The recording secretary is not a voting member of the Commission.

2.3 Duties.

a. Chair: The Chair presides over the Commission meetings, appoints committee members, and performs other duties consistent with maintaining orderly conduct at Commission meetings. The Chair may not move an action but may second a motion.

b. Vice Chair: The Vice Chair assumes the duties of the Chair when the Chair is absent and when the position of the Chair is vacant.

c. Recording Secretary: The recording secretary provides for the publication and distribution of the Commission agendas, attends each Commission meeting, keeps a written record of each Commission meeting. The written record must include attendances, official actions, votes taken on each action. The recording secretary will prepare such written record (also known as "minutes") and place it on the next regular meeting of the Commission for review and approval. The recording secretary will distribute a calendar of the regular meetings of the Commission on at least an annual basis.

d. Pursuant to the City Code, the Commission shall:

1. Establish strategies and approve work plans for the city's creative placemaking initiatives;
2. Promote and market placemaking activities in the city to residents, visitors, employers, developers, and the media;
3. Adopt criteria and processes for making decisions about the use of resources and selection of placemaking projects;
4. Cultivate relationships with project hosts and placemaking partner organizations;
5. Review placemaking proposals and make recommendations; and
6. Submit written annual work plans and progress reports to the City Council.

Section 3. PROCEDURE

- 3.1 Parliamentary procedure.** These Rules govern the Commission's procedures. When these Rules are silent, parliamentary procedure is governed by the most current edition of Roberts Rules of Order. When in the sole judgment of the Chair as obviously useful to the Commission, the Chair may allow group discussions of Commission members that do not follow parliamentary procedures, except that motions, seconds, and majority votes are always required to take official action by the Commission.
- 3.2 Order of Business.** The Order of Business shall be:
- a. Call to order
 - b. Approval of Commission meeting minutes
 - c. Presentation(s)
 - d. Organizational business
 - e. New business
 - f. Other business and announcements
- 3.3 Action.** The Creative Placemaking Commission shall advise the City Council in the use of arts, design, culture, and creativity to help accomplish the city's goals for change, growth and transformation in a way that also builds character and quality of place in Bloomington.
- 3.4 Agenda.** The agenda shall include a list of business for the month and shall be published at least three (3) business days prior to the meeting. The Chair, in consultation with the Creative Placemaking Director, shall set the agenda. Agenda items are requested six (6) business days in advance. No item of business will be considered by the Commission unless it appears on the agenda or exigency requires its immediate consideration.

Section 4. MISCELLANEOUS

- 4.1 Suspension of Rules.** The Commission may suspend any of these Rules that do not involve State Law or City Code requirements, by unanimous consent of those members present.
- 4.2 Amendments.** These Rules may be altered, amended, or new rules adopted by a majority of the members of the Commission. The rules of procedure and any amendments thereto shall be submitted to the City Council for approval.
- 4.3 Review.** The Commission shall periodically review these Rules.
- 4.5 Ex Parte Contacts.** The Minnesota Open Meeting Law requires that Commission discussions and decision making occur during a Commission meeting. Requests for ex parte meetings should be directed to the Creative Placemaking Director.

4.6 City Code Incorporated by Reference. The provision of City Code Chapter II, Article V, Division D are incorporated by reference. In the event of the conflict between these Rules and the City Code, the City Code prevails.

Approved by City Council on [December 18, 2023]