

Rules of Order for the 2021 Johnson County Charter Commission

(ADOPTED AS AMENDED MAY 26, 2021)

The following shall be the rules of the 2021 Johnson County Charter Commission. To the extent not addressed by these rules, Roberts Rules of Order (11th Edition) shall be used as an authoritative guide for conduct of Commission meetings.

Section 1. Officers

The Commission will elect a Chair, Vice Chair, and Secretary, who will collectively serve as the Executive Committee of the Commission. The duties of the Executive Committee shall include coordinating with County staff and the Commission to prepare agendas and presentations for the Commission.

Section 2. Quorum

A quorum of the Commission is 13 of the 25 members.

Section 3. Commission Records

- A. Meeting Minutes. Minutes will be kept of each Commission meeting, and shall fairly summarize discussions, presentations, motions, seconds, and votes occurring during each meeting.
- B. To the extent possible based on the use of virtual technology, the meetings of the Commission will be recorded.
- C. The agendas of each meeting will generally be in the form attached to these Rules.
- D. All meetings of the Commission will be open to the public, consistent with the Kansas Open Meetings Act, and may be conducted with Commission members participating in-person or through virtual technology.
- E. Written submissions to the Commission will be included in the permanent record of the Commission.

Section 4. Public Hearings

The Commission will schedule at least 2 public hearings in which to take comment from members of the public on the Johnson County Charter. The format of the public hearings will be established by the Commission at least 2 weeks before each public hearing. Participation will be available in-person, virtually or by written comment.

Section 5. Voting

- A. The following actions require 13 “yes” votes to be adopted:
 - 1. Proposed Amendments to the Charter.
 - 2. The Final Report of the Commission to the Board of County Commissioners.
 - 3. Any official action of the Commission.
- B. After initial adoption, any amendment or temporary suspension of the charter commission rules will require a vote 2/3 of the charter commission (at least 17) membership.
- C. Roll Call Votes. Any roll call votes shall be recorded by the Secretary, or an individual designated by the Secretary, by reading the names of the charter commission members, with each member voting “Yes”, “No”, or “Present”. Their votes shall be printed in the

minutes of said meeting. A roll call vote will be required by the members of the commission in the following circumstances:

1. Proposed Amendments to the Johnson County Charter.
2. The Final Report of the Charter Commission to the Board of County Commissioners.
3. On any item of business if requested by at least nine (9) members present.

Section 6. Charter Amendments

Proposed amendments to the Johnson County Charter may be proposed as follows:

- A. Any individual member may present a proposed amendment.
- B. Upon submission, initial consideration of the proposed amendment shall occur. A template for presentation of proposed amendments will be prepared by the Executive Committee and presented to the Commission for approval.
- C. Upon the “yes” votes of nine (9) members of the Commission, the proposed amendment will be scheduled on a subsequent meeting agenda for full consideration and, upon a motion and second, will receive a final vote not sooner than the next regularly scheduled meeting following the full consideration. A template for presentation of a motion will be prepared by the Executive Committee and presented to the Commission for approval.

Section 7. Report to the Board of County Commissioners

A Final Report will be submitted to the Board of County Commissioners no later than March 1, 2022.

- A. Final Report Presentation. The proposed Final Report will be initially presented to the Commission at a regularly scheduled meeting of the Commission.
- B. Proposed Amendments to the Final Report. Any Commission member may submit a proposed amendment to the proposed Final Report by submitting such proposed amendment in writing to the Commission chair. Such proposed amendment must be submitted within 10 days of the initial presentation of the proposed Final Report.
- C. Final Report Consideration: The proposed Final Report will be considered for a vote not sooner than the second meeting following its initial presentation.
- D. Final Report Approval. The Final Report must receive at least 13 “yes” votes from Commission members.
- E. Minority Report. Members of the Commission not in agreement with any or all aspects of the Final Report may submit a minority report to the county commissioners.