

Staff Information Paper

Meeting Rules and Bylaws

February 10, 2020

In recent meetings, members have raised the topic of the rules of order in effect at Commission meetings. As far as staff can tell, the Commission has not adopted bylaws or rules of order in the past, although persuasive references to parliamentary authority such as Robert’s Rules of Order have been made in the course of previous meetings.

If the Commission wishes to adopt standing rules of order, it may do so as part of, or separate from, bylaws—which, if adopted, would not be limited to rules of order. Bylaws might address, for example:

- A statement of the **Commission’s** purpose, powers, and duties
- Clarification of **member** composition, responsibilities, and terms
- The schedule of, notice of, and procedure for canceling **meetings**
- How and when to call **special meetings**
- Meeting procedures (including standing **rules of order**)
- Selection, terms, and duties of **officers** (Chair & Vice-Chair)
- Authority of the Chair or **Executive Committee** to supervise the Executive Director and take interim action on behalf of the Commission

If the Commission wishes to adopt bylaws, it may draft them as a group, or it may form a committee to draft them. Staff is ready to assist with whatever course of action the Commission decides to take.