

Keystone Home Rule Charter Commission

Rules and Procedures

1. These Rules and Procedures govern the conduct of meetings of the Keystone Home Rule Charter Commission (or “Commission”).
2. **Eligibility.** The initial Charter Commission members are eligible by election. Eligibility to serve on the Charter Commission shall extend only to the registered electors of the Town of Keystone.
3. **Attendance.**
 - A. **Requirement.** Members shall attend scheduled meetings of the Commission unless an absence is excused by the Chairperson. An excuse shall be granted for good cause including illness, familial obligation, vacations planned prior to the Commission’s creation, or any other justifiable circumstance approved by the Chairperson or a majority vote of the Commission at the meeting. More than two (2) unexcused absences by a member shall authorize the Commission, by majority vote at a meeting, to remove the member from the Commission. Notice or advisement to the member prior to removal shall be required.
 - B. **Remote or Telephonic Attendance.** Only when a member’s absence from a meeting would otherwise be excused, a member may participate remotely (e.g., via Zoom) or by telephone upon the approval of the Chairperson, or Vice Chairperson where the Chairperson requests remote or telephonic attendance, and where such remote or telephonic participation can reasonably be made available for the meeting. The Commission may adopt rules governing remote or telephonic participation including a limitation of the number of Commission members who may attend remotely or by telephone for any one meeting. Where the Chairperson is authorized to attend remotely or by telephone, the Chairperson may relinquish the chair duties to the vice chair or other member for the meeting.
4. **Vacancies and Recommendations for Filling.** Any vacancy created by resignation, ineligibility, incapacity, removal, or other reason shall be filled by appointment of the Keystone Election Commission.
5. **Officers.**
 - A. **Officers.** The officers of the Charter Commission shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be appointed by a majority of the quorum and shall hold office for the duration of the Commission unless a majority of the members of the Commission vote for the removal and replacement of an officer.
 - B. **Duties of Chairperson.** The Chairperson shall preside at all meetings and shall act as the representative of the Commission.
 - C. **Duties of Vice Chairperson.** The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.
 - D. **Duties of the Secretary.** The Secretary shall oversee the record of the proceedings of all meetings, the issuing of notices of meetings and agenda.
6. **Meetings.**
 - A. **Schedule – Regular Meetings:** A schedule of the date, time, and place of regular meetings shall be approved by the Charter Commission. The date, time, and/or place of a scheduled meeting or meetings may be amended or modified by majority vote of the quorum present at any meeting.
 - B. **Schedule - Special Meetings:** Special meetings may be scheduled either by a majority vote of the quorum present at any meeting or by the Chairperson in consultation with the Vice Chairperson and Secretary.

- C. **Place.** The place of any regular or special meeting shall be stated in the meeting schedule and identified in the notice of the meeting.
 - D. **Format of Meetings.** All meetings shall be held as in-person meetings (actual physical attendance). Commission members may attend remotely or telephonically only as provided by the Commission's rules. A majority of the Commission, by an informal poll, may, at the time of scheduling a meeting, authorize non-members to attend remotely (e.g., by Zoom other remote meeting platform) provided that the notice of the meeting clearly and correctly identifies the method for accessing the meeting remotely. When the Commission authorizes remote attendance for non-members, such remote attendance will only be provided as a courtesy to non-members. Any failure, including technology failure, of the ability to provide remote attendance for non-members will not invalidate the meeting. Further, provided that the notice of a remote meeting correctly states the means to access the meeting, the inability of any person to gain access shall not invalidate the meeting provided that others are also in attendance remotely.
 - E. **Notice.** Notices of any scheduled meeting and any amendment or modification to a scheduled meeting shall be posted in accordance with the Commission's resolution designating posting locations not less than 24 hours prior to the commencement of the meeting.
 - F. **Quorum.** For any meeting of the Commission, a quorum shall consist of five members. When majority vote of the entire Commission is required, five votes shall be required. On the absence of a quorum at any meeting, a lesser number may adjourn any meeting to a later date and time.
7. **Speaking.** Commission members shall indicate their desire to address the Commission by raising their hand. The Chair shall recognize all speakers before such speaker may commence to address the Commission. In order to ensure a balanced and equal opportunity to address the Commission, the Chair will strive to allow all members wishing to speak to speak before recognizing a second opportunity for any one member to speak.
 8. **Amendments.** Other than the required quorum and majority vote, these rules may be suspended at any meeting for a specific purpose by majority vote of the quorum present. Except for the requirement of a quorum and the vacancy on the Charter Commission, these rules may be amended by majority vote of the entire Commission.
 9. **Activities and Support.** The Charter Commission may conduct interviews, invite speakers to meetings, and make investigations in the preparation of the Charter.
 10. **Committees.** Committees may be formed for the purpose of researching and studying specific Home Rule Charter issues, presenting findings and providing recommendations to the Commission. Committees shall be formed by a majority vote of the quorum present and shall consist of size and members and charged with the purpose as determined by such vote.
 11. **Compensation and Expenses.** Commission members shall receive no compensation.
 12. **Public Hearings and Input.** The Charter Commission shall conduct at least one public hearing in preparation of the Charter. The Commission may conduct additional public hearings as determined appropriate and beneficial by the Commission. All public hearings shall be scheduled and noticed in the same manner as a regular meeting of the Commission. The Commission shall provide a reasonable period of time (customarily 3 minutes for each non-member speaker) during a public hearing to allow members of the public who are present to provide comment. For general meetings not conducted as public hearings, the Commission may, but is not required to, provide an opportunity for non-members attending to address the Commission for a reasonable period of time (customarily 3 minutes for each non-member speaker).

13. Legal Advice and Drafting. Advice and drafting concerning the Charter shall be performed by the legal counsel appointed by the Charter Commission. Members of the Commission may participate and assist in drafting certain provisions upon motion with approval of a majority of the quorum present.

Approved by Resolution 2023-03, approving Keystone Charter Commission Rules and Procedures, April 11, 2023, minor edits April 12, 2023.