



Added to 5/3/21 Prior to the 5/3/21 Work Session.

# Columbia Heights Charter Commission

## Commission Overview and Member Position Description

### Charter Commission Overview

The Charter Commission reviews the City Charter, proposes changes, and makes recommendations to City Council as needed. The City of Columbia Heights is governed by the City Charter which is the “constitution” of the city. The City Charter determines the procedures of City government in accordance with state statutes and the Minnesota State Constitution.

**Meeting Date and Time:** Quarterly on the third Thursday in January, April, July, and October at 7:00 pm.

**Membership:** No more than 15 and no less than 7 qualified voters of the City of Columbia Heights that are appointed by the Chief Judge of the 10<sup>th</sup> Judicial District. A City Council member serves a liaison to the City Council.

### Charter Commission Member Position Description

**Terms:** 4 years

**Compensation:** Not applicable- members are volunteers

**Necessary Qualifications:** Qualified voter of the City of Columbia Heights

#### **Desired Qualifications:**

The Charter Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one’s views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the City Charter within those broader contexts

#### **Requirements and Expectations:**

- Read distributed materials before each meeting
- Attend and participate in quarterly meetings and let the staff liaison know if you are unable to attend.
- Study the City Charter and make recommendations to the City Council if improvements are needed
- Determine if the City Charter guidelines are keeping up with the needs of the community
- Periodically review the City Charter and recommend necessary amendments to the City Council that do not conflict with state law