

**AMENDED AND RESTATED BYLAWS OF THE
COLUMBIA HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY**

ARTICLE I - THE AUTHORITY

Section 1. NAME OF AUTHORITY. The name of the Authority is the "Columbia Heights Economic Development Authority."

Section 2. OFFICE OF AUTHORITY. The offices of the Authority are at City Hall in the City of Columbia Heights, Minnesota. The Authority may hold its meetings at such other place or places as it designates by resolution.

Section 3. COMMISSIONERS. The Authority is governed by seven commissioners appointed in the manner prescribed by City Council Resolution No. 96-01, as amended (Enabling Resolution) and Minnesota Statutes, Sections 469.090 to 469.1081 (Act).

Section 4. OFFICIAL SEAL. The Authority shall have an official seal, which shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

ARTICLE II - OFFICERS

Section 1. OFFICERS. The officers of the Authority are the President, the Vice-President, the Secretary, the Treasurer and the Assistant Treasurer. The President, Vice President, Treasurer and Secretary shall be elected annually. No commissioner may serve as President and Vice President at the same time. The offices of Secretary and Assistant Treasurer need not be held by a commissioner.

Section 2. PRESIDENT. The President presides at meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the President signs contracts, deeds and other instruments made by the Authority. At each meeting, the President may submit recommendations and information concerning the business, affairs and policies of the Authority. At the annual meeting, the President must submit to the Authority a report summarizing the activities and programs of the Authority for the past year and containing the President's recommendations for Authority activities for the ensuing year.

Section 3. VICE-PRESIDENT. The Vice-President performs the duties of the President in the absence or incapacity of the President; and in case of the disability or absence of the President, or in the case of a vacancy in the office of President, the Vice-President performs the duties of the President until a successor has been appointed and qualifies.

Section 4. SECRETARY. The Secretary performs the duties of a secretary for the Authority.

Section 5. TREASURER. The Treasurer has the duties given by the Act.

Section 6. EXECUTIVE DIRECTOR. The Columbia Heights City Manager is the Executive Director of the Authority and has general supervision over the administration of its business and affairs subject to the direction of the Authority and signs contracts, deeds and other instruments made by the Authority. The Executive Director is responsible for the management of the projects and general affairs of Authority under the direction of the Commissioners.

Section 7. OTHER ADMINISTRATIVE OFFICERS. Subdivision 1. Assistant Secretary. The Authority may designate an assistant to the Secretary to keep the records of the Authority, record the meetings of the Authority in a journal of proceedings to be kept for that purpose and to perform the duties of secretary under the direction of the Secretary. The assistant must keep in safe custody the seal of the Authority and may affix the seal to contracts and instruments authorized by the Authority.

Subd. 2. Assistant Treasurer. The Columbia Heights Finance Director of the City is the Assistant Treasurer of the Authority. The Assistant Treasurer of the Authority has custody of funds of the Authority. The Assistant Treasurer must deposit the funds in the name of the Authority in a bank or banks selected by the Authority. The Executive Director and the Assistant Treasurer must sign orders and checks for the payment of money and pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, orders and checks must also be countersigned by the President. The Assistant Treasurer must keep regular books of accounts showing Authority receipts and expenditures and render to the Authority, at the annual meeting (and when requested by the Authority), an account of the financial condition of the Authority.

Subd. 3. Deputy Executive Director. The Columbia Heights Community Development Director is the Deputy Executive Director and performs such duties and services as specified by the Executive Director, subject to direction of the Authority. In the absence or incapacity of the Executive Director, the Deputy Executive Director may sign contracts, deeds and other instruments made by the Authority.

Section 8. COMBINING ADMINISTRATIVE OFFICES. Administrative offices may be combined.

Section 9. ADDITIONAL DUTIES. The officers of the Authority perform other duties and functions as may from time to time be required by the Authority, these bylaws or the rules and regulations of the Authority.

Section 10. VACANCIES. If the office of President, Vice-President, Treasurer, or Secretary becomes vacant, pursuant to Minnesota Statutes 351.02 or by other provisions of law, the Authority must elect a successor at the next regular meeting or at a special meeting called for that purpose. The successor serves for the unexpired term of the office.

ARTICLE III - MEETINGS

Section 1. REGULAR MEETINGS. Monthly meetings are held at the regular meeting

place of the Authority on the first Monday of each month at 6:30 p.m. unless that date is a legal holiday, in which case the meeting will be held on the next succeeding business day. In the event the date/time/meeting place of a particular meeting must be changed, the Executive Director may make such change deemed necessary by notifying all Commissioners of the revised meeting time and date in accordance with the procedures for a special meeting.

Section 3. SPECIAL MEETINGS. Special meetings of the Board of Commissioners may be called by the President, two members of the Board of Commissioners, or the Executive Director for the purpose of transacting any business designated in the call. The call (including location of meeting) for a special meeting must be delivered to Commissioners at least two days before the meeting, and notice of the meeting must be posted in the Authority's offices at least three days before the meeting. At a special meeting, no business may be considered other than designated in the call, but if all the members of the Authority are present at a special meeting any business may be transacted at such special meeting by unanimous vote.

Section 4. QUORUM. The powers of the Authority are vested in the commissioners in office from time to time. Four commissioners constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is present, and when a quorum is not present, a smaller number may adjourn the meeting.

Section 5. ORDER OF BUSINESS. The following is the order of business at regular meetings of the Authority.

1. Roll call.
2. Approval of minutes of the previous meeting.
3. Management Report.
4. Consent.
5. All other items.
6. Adjournment.

Section 6. RESOLUTIONS: CONDUCT. Upon direction of the President, or the motion by two members of the Board of Commissioners, resolutions must be in writing and placed in the journal of the proceedings of the Authority. The meeting will be conducted in accordance with Roberts Rules of Order, Revised.

Section 7. MANNER OF VOTING. Voting on questions coming before the Authority must be entered in the minutes of the meeting. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the commissioners.

ARTICLE IV - MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 2. TREASURER'S BOND. The Treasurer shall give bond to the state conditioned

for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided, however, that the bond must not exceed \$300,000.

Section 3. REPORT TO CITY. The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year. The Authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 4. BUDGET. The Authority shall annually send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 5. SERVICES. The Authority may contract for services of consultants, agents and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. The Authority may not hire temporary or permanent employees without prior approval of the City Council.

Section 6. AMENDMENTS TO BYLAWS. The bylaws of the Authority may be amended only with the approval of at least four commissioners at a regular meeting or at a special meeting called for that purpose.

Amended Bylaws Approved: February 6, 2017.

COLUMBIA HEIGHTS YOUTH COMMISSION BY-LAWS

2022-2023 BY-LAWS OFFICIALLY APPROVED BY YOUTH COMMISSION VOTE MAY 11, 2022

The purpose of the Columbia Heights Youth Commission is to serve as an advisory body to the Columbia Heights City Council, and other Boards and Commissions as appropriate, inspire and bring to light new ideas from a youth perspective, create an educational environment for youth looking to expand their knowledge of government and leadership functions, and provide experience-building opportunities for area youth seeking increased community and local government engagement. These By-Laws are adopted in consultation with City Staff, the City Council, and Youth Commission to establish and assist in the function of procedures of operation. City Council can, by majority vote, remove the Youth Commission for inactivity or lack of maintaining minimal membership, unethical behavior of individual member or membership in whole, or other determined good cause. City Council may also, by majority vote, choose to change or amend these by-laws as needed.

Section I. Membership

- A. Representation: The Commission shall be a minimum of 7 members and a maximum of 20 members.

Ideally, the Commission should represent a diverse cross section of the community, with participants selected from a variety of backgrounds, cultures, ethnicities, and ages. This is an advisory group pertaining to Columbia Heights youth and therefore members must be residents of Columbia Heights and provide their address upon application.

- B. Membership qualifications: Commission members shall be 14 to 18 years old at the time of the start of their appointed term.

- C. Term duration and limits: Members shall serve two-year, staggered terms. Active terms shall run from Oct 1 to Sept 30 (with the exception of the Commissions inaugural term, running from March 1 to Sept 30), with monthly meetings throughout the school year (Oct through May). Members in good standing may be reappointed for a second term provided they still meet the membership qualifications.

- D. Monthly Meetings: Monthly Meetings will be the second Wednesday of the Month, Oct through May, 6-7:30 pm. Meetings shall be held in recognized, accessible City public spaces allowing for public

attendance. Special meeting revising date, time, and location is permitted with appropriate notice in accordance with open meeting law.

- E. City Council shall annually designate a Council Member to serve as Council Liaison to the Commission. A staff representative will be selected annually by the City Manager to support and guide the Commission as the official Staff Representative for the Commission. Administration staff shall provide the Staff Representative and Youth Commission with additional assistance and clerical support as needed.
- F. In the event a member ages out of the membership requirement during their current term, they will finish their current term.
- G. Members who move out of Columbia Heights during their term shall notify the commission of the status change as soon as they are aware of it. They shall resign their membership effective on the last day of their residency. If they have moved out of Columbia Heights prior to notifying the commission, their resignation is effective immediately. If their resignation brings the total number of Commission members below seven, a call for applications for a mid-term appointment will go out within one week of the member's notification of residential change, with a two-week deadline for potential members to submit applications. Applications will be reviewed and acted on by the City Council at their earliest convenience. The City Council may hold optional interviews before making an emergency mid-term appointment.

Section II. Attendance

- A. Regular in-person attendance at Commission meetings is expected from Commission members, Liaisons, and Staff Representatives.
- B. Three absences are allowed per year for each Commission member. In non-emergency cases, commissioners shall make a good-faith attempt to notify staff representative(s) at least one day prior

to any absence. After the second absence the member will be notified by the Staff Representative to be reminded of the three-absence limit. Staff Representative may also discuss possible accommodations with the member if member is willing to share their reasons for the absences. After three absences, the member's standing shall be brought to the City Council to determine if circumstances warrant termination of membership.

- C. One member of the Youth Commission shall be present for at least one regularly scheduled City Council meeting per month. That member may be designated on a monthly or annual basis by the Youth Commission. That member shall provide 72 hours notification to the City Clerk or Staff Representative if they would like to report to or update the City Council.

Section III. Duties and Functions

- A. The Youth Commission shall keep the Columbia Heights City Council and Administration informed on matters concerning youth within the City, including but not limited to:
 - 1) building commitment to and raising awareness of youth issues;
 - 2) promoting public interest in and an understanding of youth issues and activities;
 - 3) fostering youth involvement in municipal decision-making;
 - 4) fostering cooperative interaction with social, health, and recreational programs;
 - 5) developing goals for improving youth engagement, including developing methods to monitor progress toward these goals;
 - 6) fostering educational opportunities including, but not limited to, field trips, tours, mentorship by Staff, Commissioner, or Council
- B. The Youth Commission shall hold public meetings and provide written recommendations to the Council on matters of youth interest initiated by or referred to the Commission
- C. Members shall participate in existing community events as well as create new events and projects

- D. Members shall stay informed on activities of the City Council, Boards and Commissions
- E. The Youth Commission shall build partnerships with other youth organizations in Columbia Heights and neighboring cities
- F. The Youth Commission shall provide representation to other organizations and groups as appropriate

Section IV. Application Process

- A. Members of the Commission shall be appointed through an application and interview. The City Council is responsible for both appointment and reappointment of members for each term year.
- B. To correspond with the school year, applications will be available in August and due mid-September.
- C. Interviews and selections will be made in late September.
- D. A designated Youth Commission member may attend applicant interviews and offer feedback to the City Council on the selection(s).

Section V. Representatives

- A. Youth Commission members shall designate Youth Representatives for all active Boards and Commissions in the City. When Youth Commission members have an excused absence, they should make every effort to secure an alternative representative to attend, or follow up on any topics discussed or decisions made by those boards and commissions after-the-fact.
- B. Youth Commission members shall designate appointees for representation to Council and other Boards and Commissions. An unexcused absence at a scheduled Council and/or Commission meeting will count as an absence against the representative member who was scheduled to attend.
- C. A Staff Representative shall be present at all Youth Commission meetings. If the designated Staff Representative for the Youth Commission is unable to attend a meeting, the City Manager shall designate an alternative representative to attend

- D. Staff Representative, City Clerk, and Youth Commission Chair shall organize and schedule educational presentations for Youth Commission meetings
- E. The Staff Representative or City Clerk shall take rollcall, note absences, and assist Commission members as needed, and provide instruction to the Youth Commission members on proper minute taking.
- F. Staff shall educate and assist Youth Commission members with responsibilities of their commission membership and offices relevant to a City Council advisory commission. This includes, but is not limited to, training Youth Commission members on operating under Robert’s Rules of Order and “best practices.”
- G. Council Liaison shall act in a non-voting role.
- H. Staff Representative shall run Youth Commission meetings in the absence of both the Chair and Vice Chair.
- I. Where deemed appropriate, Staff Representative or City Clerk may step in to keep discussions on topic, offer suggestions, correct errors, or prevent legal mishaps.

Section V. Officers

The officers of the Commission shall be Chair, Vice Chair, and Secretary/Treasurer.

Section VI. Officer Duties

- A. Chair.
 - 1) The Chair shall be charged with the administration of the Commission with assistance from Staff Representatives
 - 2) The Chair shall preside over all meetings of the Commission with assistance from Staff Representative and/or City Clerk.
 - 3) The Chair shall appoint Ad Hoc committees as necessary.

- 4) The Chair will confer with City staff to help coordinate event and activity involvement.
- 5) The Chair will confer with the Staff Representative and City Clerk to coordinate guest and educational presentations.
- 6) The Chair shall break tie votes.

B. Vice Chair

- 1) A Vice Chair shall assume the duties of the Chair during the Chair's absence.
- 2) A Vice Chair shall assist the Chair in performing duties as needed.

C. Secretary/Treasurer

- 1) The Secretary/Treasurer shall be responsible for record keeping and financial management and will operate under the guidance of the Staff Representative and City Clerk.
- 2) The Secretary/Treasurer is responsible for recording meeting and event dates; all meeting minutes; monitoring designated representatives to outside commissions and organizations; other responsibilities as assigned by Chair and Staff Representative
- 3) The Secretary/Treasurer will consult with Staff Representative or City Clerk regarding budgetary matters as they pertain to the Youth Commission

D. Additional Officer Responsibilities

- 1) All three officers shall become familiar with the official By-Laws, Rules of Operation, and Robert's Rules of Order and ensure, to the best of their ability, that both are consistently followed.
- 2) An annual report of the activities of the Commission shall be prepared by the Chair and Chief Secretary/Treasurer near and before the end of the term, and in a timeframe that allows presentation to the City Council no later than the 2nd Council meeting in May.

Section VII. Election of Officers

- A. Chair, First Vice Chair, and Secretary/Treasurer shall be elected by the membership annually at the first meeting of the new term and shall serve until their successors have been duly elected and sworn in. Members may nominate themselves or another member for a specific role. Previous year's Chair will run the first meeting prior to the vote. If previous year's Chair is not present, previous year's Vice Chair will assume those duties. If neither are present, the Staff Representative shall run the meetings until new officers are in place. Candidates are given up to five minutes to make their case for why they should be appointed to a specific role (this will usually only be relevant if more than one nominated member is seeking the same officer position at a time).
- B. The Officers of the Commission shall be elected by a majority vote of members in attendance.

Section VIII. Meetings

- A. With good cause, Youth Commission members may choose to change the date and time of meetings provided the proposed changes do not create conflicts with other pre-established meeting schedules of other city entities. Meeting date and/or time changes must be approved by a majority vote of the commission members and approved by the Staff Representative. Notifications of changes in day/time/location of meetings must be made in accordance with Open Meeting Law.
- B. The meetings shall include review of proposed agenda, minutes from the previous meeting, and reports; discussion of new and old business coming before the Commission. Meetings may also incorporate education or informational presentations.
- C. The Chair may call special meetings of the Commission with at least three days' notice. The call shall state the subject matter to be considered at the meeting. No other items will be addressed other than the reason for the Special Meeting. Special Meetings shall be noticed in accordance with Open Meeting Law.

Section IX. General Rules

- A. All meetings shall be conducted in general conformance with Robert's Rules of Order.
- B. A quorum is necessary to transact official business at any meeting. The presence of at least half of the membership shall constitute a quorum.
- C. The Commission shall be responsible for its own procedures and order of business with guidance from the Staff Representative as needed. In consultation with the Staff Representative, the Commission may initiate or carry out activities addressing community concerns outside of regular meeting hours.

Section X. By-Law Changes

By-Laws shall be reviewed annually at the April meeting by Youth Commission members and the Staff Representative. After commission membership and staff review, the Commission Chair shall provide written changes, if any, to the Staff Representative for further feedback. The Staff Representative, in consultation with the City Manager and City Clerk may provide further changes to the By-Laws before an approval vote by the Commission. A two-thirds majority vote of approval by Youth Commission members shall be required for by-law changes. The City Council shall be notified of the changes at the first City Council meeting that takes place after the bylaw approval vote. The Youth Commission Chair, Staff Representative, or City Council may submit suggestions for By-Law updates or changes during the year, but action will not be taken to approve changes until the annually scheduled review or unless immediate action is deemed appropriate or necessary by a majority vote of the City Council.

RULES
COLUMBIA HEIGHTS CHARTER COMMISSION

1. The officers of the commission shall be a president, a vice-president, and a secretary, who shall be elected by a majority of the entire commission. Election of officers shall be held at the commission meeting each January. An election may also be called, with seven (7) days written notice, by petition of any five (5) members of the commission. Upon a vacancy in any office, that office shall be filled by election at the next meeting of the commission. For all duties herein listed, the vice-president shall serve as the president in the president's absence.
2. In all deliberations of the commission, any of its permanent or special committees or when it functions as a committee of the whole, except as specified herein, Robert's Rules of Order, Revised, shall apply.
3. The full commission shall act as a committee of the whole. Special committees may be appointed from time to time when deemed necessary by the commission.
 - A. Committee assignments shall be made by the president, with majority approval of the entire commission.
 - B. Each committee shall have a chair, who shall be appointed by the president, with majority approval of the entire commission.
 - C. Each committee shall consist of not less than three (3) members.
 - D. Commission members may serve on more than one committee, but cannot chair more than one committee at any given time.
 - E. All reports from a committee shall be in writing. Copies of committee reports shall be mailed to each member of the commission not less than seven (7) days prior to the next commission meeting at which the committee report is to be considered.
4. The commission shall meet at least once every quarter. Special meetings shall be limited to specific matters and held at the call of the president or by the secretary upon receipt of a petition of any three (3) members of the commission. The meetings must be preceded by a written notice at least seven (7) days prior to the meeting.
5. The agenda of the commission meeting, except for special meetings, shall be as follows:
 - A. Commission administrative matters, i.e., minute's approval, appointments of committees, and committee chairs, etc.
 - B. Introduction of proposed amendments.
 - C. Reports from committees, including proposed amendments for their first reading.
 - D. Proposed amendments before the commission for their second reading.
6. Proposed amendments may be presented to the commission by any member of the commission. The proposed amendment shall be in written form with copies available for each member of the commission. A majority vote of the commission members present shall decide what action is to be taken on the proposed amendment.
7. Committees, including the committee of the whole, reviewing a proposed amendment are charged with the duties of investigating, clarifying, and drafting the proposed amendment in proper form for inclusion in the charter. Specially appointed committees are also to consider its merit and can either report it back to the commission positively or negatively or with no recommendation.

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8. If the committee refers a proposed amendment to the commission negatively, the commission can by majority vote of the members present:
 - A. Send it back to the same committee for further consideration
 - B. Take no action, which would, in effect, defeat the proposed amendment, or
 - C. Consider it as the committee of the whole.

9. If the committee does not report a proposed amendment to the entire commission within ninety (90) days, the commission can, by majority vote of the members present:
 - A. Consider it as the committee of the whole, or
 - B. Take no action, thereby leaving it in the same committee.

10. The commission, acting as the committee of the whole, has the same responsibilities as any other committee. A proposed amendment can be considered by the committee of the whole on the same day it is introduced. Favorable consideration by majority vote of the commission of a proposed amendment shall constitute the first reading of the amendment.

11. When a specially appointed committee refers a proposed amendment to the commission positively, it is given its first reading and can be debated.

12. A proposed amendment cannot be given its second reading for at least ten (10) days after its first reading. The proposed amendment shall be deemed approved with direction for a public referendum or recommended to the City Council for amendment by a unanimous vote of the Council, by a vote constituting a majority of the entire commission following its second reading.

13. If the City Council decides not to amend the charter under the provisions of Section 12, the commission can reconsider the proposed amendment, and by a majority vote of the entire commission, the proposed amendment can be passed with directions for a public referendum.

14. In order to transact business of either the commission or any of its committees, a quorum must be present which will consist of a simple majority of the members.

15. All meetings of the commission and any of its committees shall be open to the public.

16. The commission, acting as the committee of the whole, can conduct public hearings on proposed amendments.

17. The above rules can be only suspended or amended by a two-thirds vote of the members present.

18. Rulings on Motions: The President, or Acting President, may rule on all motions and controversies raised by members. Such rulings by the President are final unless the ruling is challenged by a member. If any ruling is challenged, the presiding officer will immediately take a vote of the members. A 'yea' vote sustains the ruling by the presiding officer and a 'nay' vote overrules the ruling of the presiding officer. The outcome will be determined by a simple majority of the voting members.

19. Quorum: Members who wish, may have their vote(s) recorded at the time of the vote as part of the minutes of the meeting as taken by the Secretary.

(Revised 5/10/2012)