

BYLAWS OF THE STONECREST, DEKALB COUNTY GEORGIA CITY  
CHARTER REVIEW COMMISSION

ARTICLE 1

Name

This organization, created by Ordinance No. ?????? shall be known as the Stonecrest, GA Charter Review Commission and shall be composed of 6 citizens of Stonecrest, GA appointed by mayor and council, 1 citizen appointed by the GA Senate, 1 citizen appointed by the GA house of Rep. and 1 ex-officio member of the legal counsel of the city of Stonecrest all according to the City Charter.

ARTICLE 11

Purpose, Goals and definition

The purpose of the Stonecrest City Charter Review Commission (the "Commission") is to complete a comprehensive review of the Amended City Charter SB21 combined with SB208 in order to:

- a. ensure that the government of Stonecrest is representative of all citizens of Stonecrest;
- b. ensure that it is responsive to the needs and demands of all citizens of Stonecrest;
- c. harmonize all parts of the charter of the city of Stonecrest; and
- d. recommend changes to the Charter suggesting the appropriate form of government for the city to achieve the most efficient and effective delivery of service to the citizens of the city possible.

For the purposes of the bylaws, the term "Charter" shall mean the amended SB21 as updated from SB208 as passed by the General Assembly of the State of Georgia. SB208 adopted by the city in May of 2017 and updated by SB21 in April of 2021 as amended.

ARTICLE 111

Officers

Section 1: Officers Designated.

There shall be the following Officers of the Commission:

- a. Chairperson, elected by the commission; (or appointed by the Mayor and Council)
- b. Vice Chairperson, elected by the commission; (or appointed by the mayor and council)

- c. Secretary, elected by the Commission.
- d. Assistant Secretary, who may be a person other than a member of the Commission, elected by the Commission; and
- e. Other officers the Commission deems necessary elected by the Commission.

## Section 2: Duties of the Chairperson.

The Chairperson shall:

- a. Preside at all regular and special meetings of the Commission.
- b. Represent the Commission at all functions and activities so requiring (but without authority to state any position of the Commission not previously approved);
- c. Serve as ex-officio (non-voting) member of all sub-committees.
- d. Be charged with the responsibility of making all committees assignments and appointment of all chairs of such sub-committees.
- e. Call special meetings where necessary or required; and
- f. Coordinate publicity.

## Section 3: Duties of the Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or inability of the Chairperson to serve.

## Section 4: Duties of the Secretary

The Secretary, who may be a person other than a member of the Commission, shall:

- a. Prepare the reports for their person.
- b. Review draft committee minutes.
- c. Submit draft minutes to the Commission.
- d. Perform other duties prescribed by the Chairperson or the Commission
- e. Make records available to the public as required by these bylaws and by state law.
- f. Post notices, agendas and summaries of meetings as required by law; and

# ARTICLE IV Meetings

## Section 1:

### Public Meetings.

All meetings of the Commission, including all meetings of its committees, shall be open to the public. Notice of the date, time and place of said meeting shall be made available to the public in advance of the meetings by posting upon the city's website and any other usual means of notice as provided by the city governing authority in accordance with state law.

### Section 2:

#### Citizen Participation at Meetings.

The Commission will entertain public comments germane to all agenda items. Citizens of Stonecrest who attend the meetings of the Commission will be given the opportunity to comment after the Commission discusses items on the agenda, or at such time as designated by the Chairperson. Each agenda shall include an agenda item during the meeting at which "Remarks of Interested Citizens" may be made. The Commission may impose reasonable limitations of time allocated to any citizen or on the total time to be allotted to public participation during meetings.

### Section 3:

#### Places of Meetings.

The regular meetings of the Commission shall be held at City Hall (schedule through the City Clerk) The meetings of the Commission or committees should be at a meeting place large enough to accommodate not only the Commission or any committee, as the case may be but also interested citizens. The meeting places shall be free of any admission charge or similar restrictions to the public.

### Section 4: Notice of Meetings.

Date, time and place of each regular meeting of the Commission shall be announced at the preceding regular or special meetings of the Commission and shall be posted in the manner prescribed by state law. The agenda of each regular or special meeting shall include the fixing of the next regular meeting.

Special meetings may be called by the Chairperson or by a majority of the Commission members requesting such a meeting in writing and delivered to the Chairperson.

Notice of special meetings of the Commission and meetings of any committee shall be given in the same manner as notice of regular meetings, except that the notice of a special meeting shall include the purpose for the call of such special meeting.

## Section 5:

### Schedule of Meetings.

The Chairperson shall propose a schedule for future regular meetings to the Commission for consideration and approval. The initial schedule shall cover a period of at least six months and shall be extended and updated on a rolling monthly basis.

## Section 6:

### Meeting Agendas.

a. Posting Agendas. Prior to a meeting of the Commission or of any committee, an agenda of all matters expected to come before the Commission or committee at such meeting shall be posted and made available to the public as required by state law.

b. Agenda for Regular Meetings. The agenda for regular meetings of the Commission shall be generally as follows, subject to amendment or revision by the commission.

The minutes of all Commission meeting minutes shall be promptly prepared and preserved as required by law. Minutes must at a minimum include the names of the members present at the meeting, a description of each motion or other proposal made, and a record of all votes including the name of each person making and seconding motions, and the names of each person voting for and against each proposal.

Minutes of the Commission must be made available to the public once they are approved by the Commission or immediately following the next regular meeting, whichever comes first. All records of the Commission, including the recordings of meetings and approved minutes, shall be made available to the public during normal office hours, and posted on the City website. Minutes of committee proceedings shall be prepared and approved no later than the next subsequent meeting of the Commission. The Chairperson, or a majority of the members, may request that a verbatim record of any proceeding before the Commission be made. Such a request is in addition to other requirements of this Section.

## Section 9:

### Summary of Meetings.

A summary of the subjects acted on and those members present at a meeting of the Commission, or any committee shall be written and made available to the public for inspection within two business days of the adjournment of a meeting.

## ARTICLE V Voting; Quorum

### Section 1.

voting-generally.

Each member present shall vote, unless a conflict of interest exists, in which case said conflict shall be publicly stated prior to the vote and placed in writing with the Chair.

### Section 2. Quorum: Commission.

Five members of the Commission shall constitute a quorum for the transaction of business, and a majority of those present shall be sufficient to agree to any motion except as set forth in Article X, Section 3 of relative to the Final Report of the Commission. To the extent the Final Report to the vote to approve the Final Report shall require the approval of six members of the Commission.

### Section 3. Quorum: Committees.

A majority of the members of any committee of commission shall constitute a quorum for the transaction of business, and a majority of those present shall be sufficient to agree to any motion.

### Section 4. poxy Voting/Remote Participation.

No member any committees shall have the power to vote by proxy only those member, physically present (or present via web/telephone as authorize bylaw) shall be entitle to vote.

## ARTICLE VI Participation; Vacancies

### Section 1.

#### Attendance; Resignation

Regular attendance and attention to the business of the Commission is expected. Any member may resign by providing written notice to the Chairperson. The seat of any member who fails to attend three consecutive regular meetings, without good cause, shall

be presumed vacant. The Chairperson shall report that fact that a vacancy exists to the entity or other official who appointed the member.

## Section 2. Filling Vacancies.

The entity or official that made the official appointment shall fill the vacancy in the same manner as the original appointment. If that entity or official fails to fill the vacancy within 20 business days from the written notice, the mayor shall fill the vacancy.

# ARTICLE VII

## Committees

### Section 1.

#### Creation; appointment.

The Commission may authorize the creation of committee as it sees fit to plan and administer ministerial functions of the Commission or to investigate, make recommendations, and report to the full Commission on studied of special departments or functions of the existing or proposed govern but, or for any other lawful purpose. Members of committees shall be appointed t Chairperson in accordance with Article III, Section 2 of these by laws.

### Section 2. Authority.

No committee shall have any final authority to make decisions on behalf of or represent the full Commission.

# ARTICLE VII

## Rules of ORDER

Except as otherwise provided these by laws, Roberts rules of Order shall apply to all deliberations of the Commission and its committees including resolution of any procedural conflict.

# ARTICLE VIII

## Staffing; Administration; Funding

The governing authority of Stonecrest shall provide staff and administrative support sufficient to carry out the duties of the Commission. Staffing and support may be provided by existing city staff, outside experts, and university consultants with knowledge of local government processes and law for the purpose of scheduling meeting facilities, facilitating meetings-of the Commission, conducting research, preparing draft

and final reports, compiling key findings from any new research conducted and from any prior studies of DeKalb's organizational act; preparing reports and presentations on the current form of government for cities, a description of the history of Stonecrest organizational evolution, an objective review of the possible pros and cons of different forms of city government organization, and a review of best practices for city governments, among other appropriate matters for research identified by the Commission. To the extent legal services are needed to draft resolutions or legislative proposals or provide other legal services, the City Attorney, or outside legal counsel retained by the city governing authority for such purposes, shall provide the necessary services. The Commission shall, if needed, officially request that the Mayor and Council appropriate the funds necessary to conduct the business of the Commission.

## ARTICLE X Plan of Work; Final Report

### Section 1. Identification of Issues

Members of the Commission may identify issues to be placed upon the initial list of issues which the Commission may subsequently deliberate. 'A deadline may be established by the Chairperson, with the concurrence of the Commission, for accepting issues. Members of the public may suggest issues through members of the Commission.

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Any issue may be stricken from further consideration at discussion meetings with the concurrence of 2/3 of the members present.

### Section 4. Transmittal.

Upon approval, the Commission shall submit its final written recommendations to the mayor and City Council of Stonecrest and the DeKalb legislative delegation.

## ARTICLE XI Amendments

Amendments and policies shall be the bylaws of the Commission and may be amended by and an affirmative vote of 2/3 of the members of the Commission.

Notice of such amendment(s) shall be submitted at the next immediate meeting, and the vote thereon shall be taken.

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