

# *Memorandum*

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**TO:** CHARTER REVIEW  
COMMISSION

**FROM:** Mark Vanni  
Senior Deputy City Attorney

**SUBJECT:** Proposed Bylaws

**DATE:** July 30, 2021

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The proposed bylaws for the Charter Review Commission uses, as a template, the standard bylaws for other Boards and Commissions in Council Policy 0-4. Changes were made to the standard bylaws in 0-4 to conform the Charter Review Commission's bylaws to the Council Resolution No. 79722, which governs how the Chair is to be selected and when the Chair may vote. Additional changes were made to permit flexibility in scheduling meetings as the City begins its transition back to in-person meetings.

Finally, the language in the recitals was developed in conjunction with Commissioners Fuentes, Johnson, and Tran who volunteered to assist in the drafting of the bylaws. The Charter Review Commission may discuss this section at the August 9 meeting and provide additional direction.

A comparison of the proposed bylaws for the Charter Review Commission and the standard bylaws in Council Policy 0-4 is available as well for reference.