

## **Sample Rules of Procedure for a Charter Commission**

Charter commissions, whether city or village, and whether elected to write a new charter for a new city or new village, or to revise a charter for an existing city or village, are required to "determine the rules of their proceedings".

Under those statutory provisions it is necessary for a charter commission to adopt a set of rules of procedures of some sort to govern its deliberations. How detailed the rules should be is left to the discretion of each commission, and will probably depend upon the size of the community. Rules may cover such matters as officers, committees if any, expenses, staff, meetings, agenda and order of business, public participation at hearings. The rules of procedure might also include those statutory provisions which are applicable to the commission, such as the Open Meetings Act, and the roll call required by the Home Rule Act.

Sample rules of procedures adopted by the DeWitt, Flint and Grand Rapids charter commissions are included to illustrate the scope and type of commission rules.