

**TOWN OF RICO
RESOLUTION NO. 1999-2**

**ESTABLISHING RULES AND PROCEDURES FOR
THE HOME RULE CHARTER COMMISSION**

WHEREAS, the voters of Rico approved the formation of a Home Rule Charter Commission at the November 2, 1999, ballot, and the establishment of rules and procedures for the Home Rule Charter Commission will promote the orderly and efficient execution of their duties;

NOW, THEREFORE, be it resolved by the Board of Trustees, the following:

The following rules and procedures for the Home Rule Charter Commission are hereby adopted:

Rico Home Rule Charter Commission Rules and Procedures

SECTION 1. DUTIES OF THE COMMISSION

The Commission is charged with preparing a Home Rule Charter Document for the Town of Rico and submitting such document for review by the Board of Trustees by February 29th, 2000. To that end the Commission may review any and all issues related to municipal home rule authority and take such other actions to further the analysis, education, and understanding of municipal home rule issues by the Commission.

SECTION 2. OFFICERS

The Commission shall appoint a Chairperson and a Secretary whose terms shall run for the duration of the Commission. In the event that an officer is absent from a Commission meeting the Commission shall appoint an acting officer for that meeting. The Commission may remove an officer for failure to perform the duties of the office. The Commission shall promptly appoint a new officer to fill any vacancy created by resignation, incapacity, or removal. The duties of the Chairperson shall include presiding at all meetings, preparing meeting agendas, and such other duties as may be assigned by the Commission. The duties of the Secretary shall include recording minutes of all meetings of the Commission.

SECTION 3. MEETINGS

The Commission shall meet at least once a month and may meet more often as determined by the Commission. Notice of such meetings shall be posted in the Town and published in a newspaper of general circulation in Town. A majority of the Commission shall constitute a quorum. All actions of the Commission shall be by a majority vote of the entire Commission at a public meeting.

SECTION 4. STAFF

The Town Attorney shall assist and advise the Home Rule Charter Commission as requested by the Commission. The Commission may request other professional or administrative assistance from the Board of Trustees and shall submit a budget for the costs to the Town Board with such request.

Resolution read, approved and adopted this 8th day of December, 1999.

By: _____

Joseph V. Croke, Mayor

Attest: _____

Linda Yellowman, Town Clerk