

**Charter Commission Agenda Item 4.F
Meeting of November 18, 2025**



Title: Amendment to the charter commission bylaws

Report from: Erik Nilsson, City Attorney

Action Requested: Motion to adopt the amendment.

Summary Statement

Proposed amendment of the charter commission's by-laws to move the annual meeting date from November to September.

Background

Under state law, the charter commission must meet at least once a year. The commission's by-laws in Article 5, Section 1 currently require that the annual meeting be in November and require that at each annual meeting, the commission must select the date of its next annual meeting. The by-laws do not specify a day of the week, and meetings have varied, although typically they have occurred on Tuesdays or Wednesdays. The by-laws also do not specify a start time, but the currently established 6:00 p.m. start generally aligns with that for other boards, commissions, and the city council.

At its annual meeting on Nov. 12, 2024, the charter commission voted to direct the city attorney to prepare an amendment of the by-laws to set the annual meeting in September of each year for consideration at the 2025 annual meeting. Setting the annual meeting date in September will allow it to be reflected on the official city calendar for the following year, which is adopted by the city council in October. A vote of 2/3 of the charter commission members present is required to amend the by-laws.

It is also noted that the commission is considering a potential amendment of the City Charter at its 2025 annual meeting to fix the number of commission members. Article 4, Section 4 of the by-laws states that "[t]he Commission will be composed of not less than seven and no more than 15 members." If the Charter amendment is subsequently adopted by the city council and effective, staff will prepare the corresponding amendment of the by-laws for consideration by the commission at its 2026 annual meeting. The current language in the by-laws will remain consistent with a fixed membership provision in the Charter regardless.

See attached proposed by-laws.

ATTACHMENTS:

[Charter Commission By-Laws](#)