

A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, ESTABLISHING A CHARTER
REVIEW COMMISSION FOR THE PURPOSE OF
CONDUCTING A TARGETED REVIEW OF THE
NORMAN CITY CHARTER AND TO REPORT ITS
FINDINGS TO THE CITY COUNCIL.

- § 1. WHEREAS, the City of Norman is a home-rule municipal government with its Charter governing the City's municipal affairs; and
- § 2. WHEREAS, since its inception in April 1902, the City Charter has been amended a total of eighteen times with the City using charter committees on eight occasions, all of which were established as *ad hoc* committees; and
- § 3. WHEREAS, serving on the Charter Review Commission provides citizens an opportunity to directly participate in shaping the Charter to meet the City's needs.
- § 4. WHEREAS, the Norman City Council now desires to create a Commission for the purpose of reviewing the City's current Charter and making recommendations to the City Council for consideration of submission to the voters for amendment thereto; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 5. *Creation & Purpose.* The City Council hereby establishes a Charter Review Commission to conduct a targeted review of the Norman City Charter and report its recommendations at a public meeting to the City Council on the following:
 - (a) Consider adding language to the Charter related to the appointment and removal of a City Auditor that would be a full time employee of the City of Norman and appointed and subject to removal by the City Council.
 - (b) Review of Article VII, Section 2 to consider whether the City Attorney should be appointed and subject to removal by the City Council.
 - (c) Consider adding language to the Charter that would establish consequences should the provisions of Section 2-103 of the City's Code be violated.
 - (d) Review of Article II, Section 1 to consider increasing the monthly stipend provided for the Mayor and Councilmembers.
 - (e) Consider adding language to Article II, Section 1 of the Charter adding reimbursement for cell phone expenses as additional compensation received by City Councilmembers.

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- (f) Review of Article II, Sections 2, 5, 6 and 14 to consider whether the term of office for Councilmembers should be changed from two to three years, and whether the term of office for Mayor be changed from three to four years.
- (g) Review of Article II, Section 2 to consider whether the term of office for Councilmembers and Mayor should expire on the last Tuesday of the month in which a runoff election is held or scheduled to be held.
- (h) Consider adding language to Article II, Section 10 of the Charter that would require a sitting Councilmember to resign their position at the time he or she files for another City, State or Federal elected office.
- (i) Consider adding language to Article II, Section 10 of the Charter that would require a candidate for City Council to reside in the Ward in which he or she seeks election for a minimum of six months prior to filing for said office.
- (j) Consider adding language to Article XVI, Section 2 of the Charter requiring the City Council to consider a resolution calling for a vote of the electorate to increase City utility rates under certain conditions, i.e. upon a finding of financial need after a review of the utility funds and their monetary sources by the Finance Director or upon the recommendation of an independent elected utilities board.
- (k) Consider adding language to the Charter to establish a Resident or Community Bill of Rights.
- (l) Consider amending Article VI, Section 1 of the Charter to increase the number of members of the Board of Norman Regional Hospital Authority from nine to eleven members.
- (m) Consider adding language to the Charter related to requiring a vote of the electorate for approval of a Tax Increment Finance District over \$5,000,000.
- (n) Review of Article II, Section 22 to consider allowing the outgoing Councilmember creating the vacancy to appoint his or her successor, unless such vacancy has been created due to removal from office as a result of proceedings by a Court of competent jurisdiction, or whether to delete language allowing Council to appoint a successor and instead require a special election to be called for the purpose of filling such vacancy.
- (o) Review Article II, Section 11 to consider whether to allow partisan elections for municipal office.

- (p) Review potential loopholes used to skirt the Open Meetings Act and provide recommendation.
- (q) Review executive session restrictions and provide recommendation on appropriate limits of use versus overly expansive such that it provides cover to skirt Open Meetings Act.
- (r) Revisit the relationship between Norman Regional Hospital and the City of Norman for equitability of benefit versus burden to the respective parties and make a recommendation.
- (s) Examine the ward boundary creation process.
- (t) Review Article XIII, Recall of Elective Officers, and provide a recommendation on whether the language should be modified.
- (u) Review Article XVII, Section 9 to consider whether to require biennial review of the Charter.

§ 6. *Appointment, Composition and Timetable of the Commission.* The Commission will be organized as follows:

- (a) The Commission will consist of the following registered voters residing in the City of Norman: Bob Thompson, Richard Stawicki, Kenneth McBride, Kevin Pipes, Doug Cubberley, Trey Bates, Carol Dillingham, Jim Griffith, Shon Williamson Jennings, Greg Jungman, Tom Hackelman, Jim Eller, Bryan Vinyard, and Aisha Ali.
- (b) The Commission will select from among its members a Chair and Vice-Chair.
- (c) The Commission's term will last no more than one year with the Commission holding no more than one meeting each month, provided that the term could be extended on a quarterly basis at the request of the Commission and upon approval of Council.
- (d) If no amendments or revisions are recommended to the Council, the Commission shall be automatically dissolved after approval of its Final Report.
- (e) The Commission shall be staffed by no less than three City employees – the City Attorney, City Manager, and the City Clerk, or their respective representatives. These City offices may provide additional support as they deem necessary and appropriate.

§ 7. *Duties.* The Commission is charged as follows:

- (a) To review the sections of the City Charter as outlined in Section 5 of this Resolution and to consider whether those sections of the Charter meet the current needs of the City and whether those sections of the Charter should be amended to meet the City's current and/or future needs;
- (b) To educate the community about the proposed amendments, the Charter and the review process by holding at least one public hearing each quarter to discuss various topics concerning the charter review process;
- (c) To perform such other duties as the City Council directs by motion or resolution; and
- (d) To create policies and procedures as guidelines for the functioning of the Commission in areas including but not limited to attendance, receiving public testimony, structure or format of meetings, frequency of public hearings.

§ 8. *Removal.*

- (a) Commission members will be required to attend all meetings with absences at two consecutive meetings or three total meetings being grounds for removal from the Commission.
- (b) Any member who is removed for absenteeism shall be replaced promptly.
- (c) A vacancy shall be filled in the same manner as the original appointment.
- (d) Any member may be removed by majority vote of the City Council without cause.
- (e) Upon removal of any Commission members, the number of members on the Commission shall be no less than fifteen (15) and no greater than seventeen (17).

§ 9. *Reporting & Recommendations.*

- (a) All Commission meetings will be open to the public.
- (b) The Commission will make the minutes of each meeting available to the City Council.
- (c) At least once every quarter the Commission will hold a public hearing.
- (d) In the event the Commission has interest in hearing from persons with special

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expertise on an issue, the Commission will be permitted to consult with various groups/experts throughout the duration of its term to educate themselves and/or the public about the City Charter and the review process.

- (e) The Commission will not have advisory, ex-officio, or associate members.
- (f) Once each quarter the Chair of the Commission will report to Council in a study session to update Council on the Commission's findings.
- (g) Each final recommendation in the written Final Report shall be approved by a majority vote of a quorum of the Commission. A quorum of the Commission shall consist of two-thirds of the active members of the Commission. Members who do not approve a recommendation shall be entitled to prepare a minority report to be included with the Commission's Final Report.
- (h) The Commission will also submit a Final Report of its findings to Council upon completion of the review process, subject to Section 2(g) of this Resolution, during a special Council meeting wherein the Commission presents its recommendations with Council voting section by section on whether to submit each recommendation to the voters.

PASSED AND ADOPTED this _____ day of _____, 2020.

Mayor

ATTEST:

City Clerk