

CITY OF PENSACOLA
CHARTER REVIEW COMMISSION

I. Charge of the Charter Review Commission

The City of Pensacola Charter Review Commission (CRC) shall be charged with the task of undertaking a comprehensive review of the Charter of the City of Pensacola. The CRC shall make recommendations to the City Council at the conclusion of its deliberations. The CRC is authorized to make recommendations regarding any and all issues related to the amendment of existing provisions of the Charter, the deletion of existing provisions, or creation of new provisions. The City Council has chosen not to limit the scope of the CRC's authority with regard to these matters.

The CRC shall prepare its recommendations for amendments, deletions, or new provisions as a single item in a final report to the City Council. The CRC shall not issue interim or partial recommendations to the City Council.

The final report of recommendations of the CRC shall be approved by a vote of not less than seven (7) members of the CRC.

II. Membership

The CRC shall be composed of 10 regular members and a first and second alternate member, appointed by the Pensacola City Council. All members of the CRC shall be residents of the City of Pensacola at the time of their appointment to the CRC and shall remain residents of the City during the entirety of the CRC's tenure. Any member who experiences a change in status as a resident of the City during the tenure of the CRC shall forfeit his or her membership on the CRC and shall be replaced by appointment of the appropriate alternate.

If a member of the commission resigns the appropriate alternate shall be appointed to replace the resigning member.

Both alternate members shall attend all meetings of the CRC in order to be knowledgeable of the issues in the event that an appointment to the CRC occurs. However, during their tenure as alternates, the alternates shall not be actively involved in the deliberations of the CRC and shall not have any vote on the CRC.

III. General Provisions

The CRC is encouraged to undertake and complete its work in a timely fashion, while at the same time taking all necessary steps to ensure that it has conducted a thorough and responsible review of the Charter. The CRC shall meet no less frequently than once each month and shall meet more often at its discretion. The CRC is encouraged to establish meeting times that will allow maximum opportunity for community participation.

At its initial meeting, or at the next subsequent meeting, the CRC shall select a Chairperson and Vice-Chairperson. The Chair, or Vice-Chair in the absence of the Chair, shall conduct the business of the meetings.

All meetings will be scheduled by the Consultant in coordination with the Office of the City Clerk.

*** In order to ensure that the work of the CRC remains comprehensive and coordinated, the CRC shall conduct all of its meetings as a Committee of the Whole. The CRC shall not establish committees or sub-committees.

IV. Attendance

All members of the CRC are expected to attend all meetings of the CRC. Any member who shall miss more than two meetings consecutively, or more than three meetings cumulatively, shall be removed from membership on the CRC and shall be replaced by the designated alternate.

The designated first and second alternate shall attend all meetings and shall be subject to the provisions of the preceding paragraph.

V. Public Input

All meetings of the CRC shall be subject to the requirements of the Florida Government in the Sunshine Law.

The CRC shall provide an opportunity for public comment at each of its regularly scheduled meetings and may adopt rules governing such public comment.

The CRC shall hold a meeting early in its schedule that will solicit community input prior to initiating its deliberations on the substantive issues of the charter review.

The CRC shall hold a similar meeting to provide public input after it has produced its final version of any charter amendments, prior to submitting its final report to the City Council.

VI. Conduct of Meetings

The CRC may establish other rules for the conduct of its business. The rules should be sufficient to allow for the efficient and effective conduct of its business but not so restrictive or complex as to hamper the free flow of opinion, or to prevent the open expression and examination of positions on issues under consideration.

VII. Staffing and Clerical Support

The City will retain a consultant to provide technical assistance and guidance to the CRC in its review and deliberations and to provide principal assistance with drafting any proposed revisions to the Charter. The City will retain independent legal counsel to assist the CRC with legal matters. The City Clerk will provide public notice and keep minutes of all CRC meetings and will assist with other clerical support. The City Manager's staff will provide additional support to the work of the CRC as needed.