

# Charter Review Commission

## Meeting Minutes

February 8, 2013

8:00 a.m.

Black-Eyed Susan Conference Room

**Members Present:** Chair Steven VanGrack, Laura Berthiaume, Margaret Chao, Don Hadley, Joseph Jordan, Charles Littlefield, Virginia Onley, and Rev. Jane Wood.

**Members Absent:** John Britton and Susan Hoffmann.

**Staff Present:** City Clerk Doug Barber, Assistant to the City Clerk Sara Ferrell, and City Attorney Debra Daniel.

The Charter Review Commission met at 8:17 a.m. on Friday, February 8, 2013, in the Black-Eyed Susan Conference Room at Rockville City Hall, 111 Maryland Avenue, Rockville, Maryland.

### Welcome

Chair VanGrack opened the meeting and welcomed those present.

### Approval of Minutes:

City Clerk Barber presented the following Charter Review Commission Meeting Minutes for adoption: December 12, 2012.

**Motion:** To approve the minutes of December 12, 2012.

Moved by Commissioner Jordan, duly seconded by Commissioner Wood, and approved unanimously.

### Proposed Language for Advisory Referenda Questions

City staff prepared a draft of the proposed advisory referenda questions for possible placement on the ballot. The Commission discussed at length revisions to the proposed questions and examples of responses to the questions, and deliberated on the following examples: Yea/Nay; Strongly Agree/Strongly Disagree or the Yes/No. The Commission noted that the questions should be clear, and if possible, include a clause above the questions to provide clarifying language to the questions.

Chair VanGrack requested a Commissioner(s) to re-work the proposed advisory referenda questions **incorporating the points discussed during the meeting**. Commissioner Berthiaume agreed to revise the proposed questions and preface. The Commission will review and discuss at the next meeting.

Chair VanGrack requested staff to contact the Montgomery County Board of Elections to obtain clarification/confirmation on having a brief preface on the ballot before the advisory referenda questions.

### Distribution of Final Charter Review Commission Report

The Commission discussed how and who should receive the 2012 Charter Review Commission Report. Chair VanGrack advised that he would like those who addressed and/or provided comments to the Commission to receive the report. The Commission discussed at length and agreed to have the City Clerk send an email to those who addressed the Commission with a link to the report, as the report has been posted on the City's website.

### Educational Program Proposal

Chair VanGrack addressed the issues of creating an education program to inform any interested party on the proposed recommendations from the advisory referenda questions. Chair VanGrack requested the Commissioners provide him with input on the creation of the education program prior to the next meeting. Chair VanGrack noted that the Commission would have to put the proposed educational program proposal before the Mayor and Council.

#### **Request for Appendix to Final Charter Review Report**

Chair VanGrack advised the Commission of the Mayor and Council's request to provide an appendix to their final report. The proposed appendix would include the Commissions' preliminary points (pros/cons). The Commission discussed the request and noted their comments and concerns with adding an appendix to the report. The consensus of the Commission was to not include an appendix to the report. Chair VanGrack advised he would provide a response to the Mayor and Council.

#### **Next Meeting**

The Commission agreed that the next meeting would take place on Friday, February 22, 2013, at 8:00 a.m.

#### **Adjournment**

There being no further business, the meeting adjourned at 9:04 a.m.

**Motion:** To adjourn

Moved by Commissioner Wood, seconded by Commissioner Hadley and unanimously approved.