

RULES OF THE
COMMISSION TO END POVERTY IN MINNESOTA BY 2020
As adopted June 27, 2007

1 1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by
2 these rules, the rules of parliamentary procedure contained in Mason's Manual of
3 Legislative Procedure govern the Commission to End Poverty in Minnesota by 2020
4 (“Commission”).

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6 2.0 OFFICERS. The Commission shall elect two co-chairs by majority vote of those
7 members present. One co-chair must be elected from the Senate and one co-chair must
8 be elected from the House of Representatives. The co-chairs will preside at alternate
9 meetings.

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11 3.0 MEETINGS. All meetings of the Commission are open to the public.

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13 3.1 The chair of the Commission shall, as far as practicable, give three days notice of
14 any meeting. The notice shall include the date, time, place and agenda for the meeting.

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16 3.2 A majority of Commission members constitutes a quorum.

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18 3.3 Any member may demand a roll call vote on any motion before the Commission.
19 Only upon a demand being made shall the roll be called and the vote of each member on
20 the motion be recorded, together with the name of the member demanding the roll call.

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22 3.5 The chair of the Commission shall cause minutes to be kept. The minutes shall
23 include:

24 (a) The time and place of each hearing or meeting;

25 (b) Commission members present;

26 (c) The name of each person appearing, together with the name of the person, agency or
27 organization represented;

28 (d) The language of each motion, the name of the member making the motion, and the
29 result of any vote upon the motion, including the ayes and nays when a roll call is
30 demanded;

31 (e) Other important matters related to the work of the Commission

32 Minutes shall be approved at the next regular meeting of the Commission.

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34 4.0 STAFF. To the extent practicable, use shall be made of existing legislative staff
35 and other resources.

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1 4.1 Any hiring of Commission staff must be in accordance with policies of the
2 Legislative Coordinating Commission.

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4 6.0 VOTING REQUIREMENTS. Commission actions require the vote of a majority of
5 members present.

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7 6.1 Selection of staff and entering into contractual obligations requires the vote of a
8 majority of Commission members present.

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10 7.0 BUDGET AND EXPENSES. The Commission shall not incur expenses in excess
11 of its authorized budget. No expenses shall be incurred without authorization by the two
12 co-chairs.

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14 8.0 RULES. The concurrence of two-thirds of the Commission membership is required
15 to suspend, alter, or amend any Commission rule.