

Land Use Advisory Committee

Meeting date: February 16, 2017

Subject: Review of Bylaws of the Metropolitan Council Land Use Advisory Committee

District(s), Member(s): All Districts

Policy/Legal Reference: Minnesota Statutes sections 473.127 and 473.853

Staff Prepared/Presented: Dave Theisen, Deputy General Counsel (651-602-1706) and Deb Detrick, Local Planning Assistance (651-602-1327)

Division/Department: Office of General Counsel and Community Development

Proposed Action

That the Land Use Advisory Committee review proposed amendments to the Bylaws of the Metropolitan Council Land Use Advisory Committee, amended on January 14, 2004, and direct staff to draft proposed amendments for the Committee's consideration on March 16, 2017.

Background

In addition to statutory provisions, the Bylaws of the Metropolitan Council Land Use Advisory Committee (LUAC Bylaws) govern the Committee and the conduct of its business. The LUAC Bylaws were last amended by the Council in 2004.

According to the LUAC Bylaws, the Committee may recommend amendments to its bylaws by a two-thirds vote of members present at a regular meeting of the Committee given written notice of the detailed contents of the proposed amendments to Committee members at least ten (10) days before the meeting. Recommended amendments are effective when approved by the Council pursuant to the Council's Bylaws.

The attached draft shows proposed amendments to the LUAC Bylaws. Notes explain the reasons for substantive changes and provide context for some minor changes. The substantive changes to the LUAC Bylaws are:

- **Article I – Organization and Duties, B. Committee Purpose and Charge and B. Committee Purpose and Charge 1. (a).** Reflect duties of the Committee beyond land use issues.
- **Article II – Membership, B. Officers., 1. Committee Chair.** Clarify that the Committee Chair shall be a member of the Metropolitan Council and acknowledge that the chair is responsible for preparing Committee agendas.
- **Article II – Membership, B. Officers., 2. Committee Vice Chair.** Add language to address when both the Committee Chair and the Committee Vice Chair cannot attend a LUAC meeting.
- **Article II – Membership, E. Attendance.** Add language on expectations for attending meetings.
- **Article III – Meetings of the Committee, A. Regular Meetings.** Clarify that regular meetings of the Committee are held once every two months instead of every month and specify where the Committee meets.
- **Article III – Meetings of the Committee, C. Quorum.** Clarify that the Committee Chair is counted for a quorum.

- **Article III – Meetings of the Committee, D. Public Participation.** Add that Committee meetings shall be held in locations accessible to the public, consistent with the Minnesota Open Meeting Law.
- **Article III – Meetings of the Committee, E. Conflicts of Interest.** Make conflict of interest provisions clearer.
- **Article III – Meetings of the Committee, F. Order of Business.** Reflect how the Committee currently organizes its agendas.
- **Article III – Meetings of the Committee, G. Conduct of Business, 3. Voting, Motions and Recording.** Drop reference to roll call votes and state that remote participation by telephone or other electronic means is not permitted.

Rationale

The preliminary 2017 work plan for the Land Use Advisory Committee, discussed by the Committee on November 17, 2016, included reviewing the LUAC Bylaws. The LUAC Bylaws were last amended in 2004. Proposed amendments clarify some provisions, support efficient Committee meetings, and reflect current Council practices.

Thrive Lens Analysis

This proposed action is neutral on Thrive Outcomes.

Funding

N/A

Known Support / Opposition

N/A