

# **ROCHESTER COMMITTEE ON URBAN DESIGN AND ENVIRONMENT BY-LAWS**

## **ARTICLE I**

### Name

Section 1: This organization shall be the Committee on Urban Design and Environment of the City of Rochester, Minnesota.

## **ARTICLE II**

### Mission

Section 1: Mission Statement: The mission of the Committee on Urban Design and Environment is to maintain and improve the appearance, function and environmental quality of the community through investigation and development of appropriate policies and strategies.

### Goals

- Section 1: The Committee shall have the following goals:
- A. Support highest design standards in all public and private architecture, site and urban design improvements.
  - B. Support community awareness of issues and problems regarding environmental quality.
  - C. Recommend action to the Common Council and the Boards, Commissions, officials of the City of Rochester and private enterprise with respect to plans, policies and actions which affect or involve the purposes for which the Committee is established.
  - D. Act as a referral agency for the Common Council and the Boards, Commissions, officials of the City of Rochester and private enterprise with respect to plans, policies and actions which affect or involve the purposes for which the Committee is established.
  - E. Make studies and investigations which will provide a basis of research and fact for the Committee's programs and policies.

- F. Act as a linking, referral and advocacy agency for the following groups and organizations:
1. Rochester City Council
  2. Rochester Planning Commission
  3. Olmsted County Board
  4. Chamber of Commerce
  5. Downtown Development Advisory Board
  6. Downtown Business Association
  7. Arts Council
  8. Rochester Olmsted County Council of Government (ROCOG)
  9. Transportation Technical Advisory Committee (TTAC)
  10. Minnesota Department of Transportation (MN/DOT)
  11. Historical Preservation Committee
  12. Olmsted County Environmental Commission
  13. Rochester design community
  14. Rochester Area Builders
  15. Education Community
  16. Other similar groups, organizations and agencies
- G. Sponsor such meetings, institutes, forums and other educational programs as will lead to a clear understanding of and improvement in the areas of its concerns.
- H. Publish and distribute such factual materials as it may deem necessary.
- I. Keep proper records of proceedings and comply with budgets and established city procedures relating to finances and the accounting thereof.

### **ARTICLE III**

#### Membership

Section 1: The Committee shall be composed of no more than 16 members. Appointments shall be by the Common Council upon recommendation by the Mayor.

The composition of the Committee shall be as follows:

- A. The Rochester-Olmsted Planning Director, or designee, and the Rochester City Administrator, or designee, shall be standing members on this Committee and shall provide staffing and administrative support services.
- B. Seven members shall be selected from the following agencies and organizations:

1. Rochester Planning Commission and/or Staff
2. Board of Park Commissioners and/or Staff
3. Chamber of Commerce
4. Downtown Development Advisory Board
5. Rochester Arts Council
6. Minnesota Department of Transportation
7. Historical Preservation Committee
8. Rochester Design Community
9. Rochester Area Builders
10. Rochester's Education Community

Such members must be residents, business proprietors or employees in Rochester or Olmsted County

C. Seven members shall be selected from the community at large; six of which shall be residents of Rochester, with one being a resident of Olmsted County residing outside an incorporated city.

#### **ARTICLE IV**

##### Term of Office

Section 1: Appointed members shall be appointed for three-year terms and until their successor is qualified and appointed. A maximum of two consecutive terms may be served in accordance with the City Charter.

#### **ARTICLE V**

##### Vacancies

Section 1: Three consecutive absences within one calendar year from full Committee and/or Subcommittee meetings without a valid reason shall be deemed a resignation and be cause to notify the appointing authority of same.

Section 2: Should any member of the Committee die, resign or otherwise vacate his/her position, the Common Council shall fill the vacancy for the unexpired term in the same manner as the appointment was made and such Council may, at any time, remove its appointee from the Committee in the same manner as the appointment was made.

## **ARTICLE VI**

### Officers

- Section 1: The officers of the Committee shall be a Chair, a Vice-Chair and a Secretary/Treasurer.
- Section 2: The Chair shall preside at business meetings of the Committee and perform the duties customarily associated with the office of Chair.
- Section 3: The Vice-Chair shall act in the absence or disability of the Chair and shall perform such duties as may be assigned by the Chair.
- Section 4: The Secretary/Treasurer shall perform such duties as the Chair shall direct.
- Section 5: Officers shall serve a two-year term, beginning immediately following their election.
- Section 6: Officers shall be elected at the first full Committee meeting of the calendar year. Their election shall require a majority vote of those members present and voting.

## **ARTICLE VII**

### Subcommittee

- Section 1: Subcommittees may be established as needed and deemed appropriate by the Committee to allow greater focus and investigation on specific issues.
- Section 2: Each Subcommittee established shall be comprised of at least two members selected from the general membership of the Committee.

## **ARTICLE VIII**

### Meetings

- Section 1: The full Committee shall meet monthly at a predesignated date, time, and location. Notice of such meetings shall be sent to all members at least seven days prior to the meeting.

Section 2: Subcommittees shall meet at times and locations as established by the Subcommittee.

Section 3: Eight members shall constitute a quorum at all meetings of the Committee.

## **ARTICLE IX**

### Parliamentary Authority

Section 1: The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE X**

### Amendments

Section 1: The Committee may amend these by-laws as necessary. Amendment shall be proposed by any voting member of the Committee.

Section 2: A written copy of an amendment shall be mailed to each member prior to the meeting at which it will be read the first time. An amendment shall be adopted when at least nine members have voted for it.