

## **Government Study Review Commission Meeting**

**November 26, 2024 5:15 p.m.**

### **Meeting minutes summary**

IN attendance: Carolyn Dawes, Commission Member; Randy Mercer, Commission Member; Jason Stevenson, Commission Member; Jordan Knudson, Ex-Officio Member, Mayor Joe Purcell.

Meeting was called to order by Mayor Joe Purcell

First order of business established a temporary Presiding officer. The Commission appointed Carolyn Dawes as temporary Presiding Officer.

Next order of business was establishing by-laws to agree on at the next meeting. Suggestions made to find templates intended for by laws on the University website. Once examples are agreed upon in the next meeting. Electing more permanent officers for the commission will move forward.

Discussion on time for public comment on the meetings from the public. Allowing minutes of speaking time.

Review of the budget proposed and discussion of how money will be spent as the commission moves forward. Discussion on training needs, travel stipends for training, and supplies.

Discussion of adopting a timetable for the plan the study commission will follow that will need to be published to the public. The established time table is 90 days which is the end of February to publish the time table to the public.

Next meeting is scheduled for December 18th, 5:30 p.m at City Hall.

Meeting adjourned.

**Hardin Local Government Review Study Commission**

December 18, 2024 Meeting Minutes

At 5:30 p.m., Temporary Presiding Officer Carolyn Dawes called the meeting to order. Present were Commissioners Carolyn Dawes, Jason Stephenson and Randy Mercier. Also present was Jordan Knudsen, ex-officio member.

No members of the public were present for Public Comment.

A motion was made to approve the minutes from the previous meeting of November 26, 2024, and seconded. A voice vote was called, and the motion passed unanimously.

Dawes called up the first order of business, establishing bylaws. The commission discussed waiving formal parliamentary procedure to begin editing a basic template of proposed bylaws. A motion was made by Jason Stephenson to waive the procedure, which was seconded. A voice vote was called, and the motion passed. The commission then proceeded to edit the proposed bylaws, section by section, with 'friendly' amendments allowed. The proposed template being a set of bylaws from a water/sewer district, required numerous changes to titles and duties. The commission then discussed officer positions for the commission. The commission agreed that there should be four officers: Chair, Vice-Chair, Secretary, and Treasurer. After numerous edits, the draft of the proposed bylaws was approved for the next meeting.

Dawes then called the second agenda item, the election of permanent officers. Dawes was nominated to be the Chair. There were no other nominations, nominations were closed, and Dawes was elected to be Chair upon a voice vote. Jason Stephenson was nominated to be Vice-Chair. There were no other nominations, nominations were closed, and Stephenson was elected to be Vice-Chair by voice vote. Jordan Knudsen was nominated to be Secretary. There were no other nominations, nominations were closed, and Knudsen was elected Secretary by voice vote. Randy Mercier was nominated to be Treasurer. There were no other nominations, nominations were closed, and Mercier was elected Treasurer by voice vote.


Chair Dawes then called the third agenda item, the time table for official dates and publication. Stephenson suggested that due to the time spent on the bylaws, the commissioners should each take the time table home, and bring back proposals at the next meeting. The commissioners discussed further. Stephenson moved that each commissioner take the time table home and fill out proposed dates and return with the table at the next meeting. Dawes seconded the motion. A voice vote was called, and the motion passed unanimously.

Commissioners then discussed the next meeting date. Knudsen reported that commissioners agreed at a previous meeting to have meetings on the third Wednesday of each month at 5:30 p.m. The commission agreed that January 15, 2025 would be the next meeting date.

Stevenson moved to table the remaining items on the agenda until the next meeting. Mercier seconded the motion. A voice vote was called, and the motion passed unanimously.

Stephenson moved to adjourn. Mercier seconded. A voice vote was called, and the motion passed unanimously. The meeting adjourned at 7:20 p.m.

Approved this 15<sup>th</sup> day of January, 2025.

  
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Carolyn Dawes, Chairperson