

# **Workplace Regulations Partnership**

## *Operating Principles & Meeting Protocols*

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### **I. Accessible to the public.**

- A. Public access. To assure maximum accessibility and transparency to the activities of the Workplace Regulations Partnership, it is the policy intent of the City Council that its business meetings be open to the public. Generally, this requires that interested members of the public and news media be notified of such business meetings and be given the opportunity to attend and observe the proceedings of those business meetings.
- B. Business meeting, defined. A “business meeting” is defined as a scheduled gathering of the membership of the Workplace Regulations Partnership to discuss or act upon matters pertaining to the core purpose of studying and developing policy recommendations on earned sick time and paid time off. This does not preclude the Workplace Regulations Partnership from conducting study sessions where attendance could be limited to its own membership and staff.
- C. Public comment. The Workplace Regulations Partnership may, but is not required to, provide the opportunity at its business meetings for the acceptance of comments from the public related to its work.
- D. Notice of business meetings. Notice of all business meetings of the Workplace Regulations Partnership must be made no less than 48 hours in advance. Notice of all business meetings shall be posted to the City’s public notice bulletin boards and its website.
- E. Accommodations. The City must ensure reasonable accommodations are provided to allow all members of the Workplace Regulations Partnership to fully participate in its business meetings, and which would allow all interested parties who are not members of the Partnership the opportunity to attend and observe its business meetings.

### **II. Duties of the Chair.**

- A. Duties, generally. At its first business meeting, the Workplace Regulations Partnership shall select from its membership a Chair who shall be its presiding officer. It shall be the duty of the Chair to:
  - 1. Oversee the preparation of an agenda for each business meeting in conjunction with the Lead Staff Coordinator;
  - 2. Convene each business meeting at the appointed time and, in the presence of a quorum, proceed to the matters to be presented;
  - 3. Preserve order and decorum, to ensure a fair and balanced opportunity for all members to propose motions and engage in discussion or debate, and to impartially determine and declare the will of the majority;
  - 4. State and put to vote all motions properly introduced and declare the results thereof ; and
  - 5. Perform other duties assigned by the membership of the Workplace Regulations Partnership.
- B. Vice-Chair. At its first business meeting, the Workplace Regulations Partnership shall select from its membership a Vice-Chair who shall assume and perform the duties of the Chair whenever necessary and any other duties that may be assigned by the Partnership.

### **III. Meeting procedures.**

- A. Quorum. A quorum for the transaction of business shall be 8 of the 15 members; however, a lesser number may meet strictly for the purposes of general discussion of topics, the acceptance of public commentary, or

receiving reports from experts or consultants, provided no action may be taken or decisions made in the absence of a quorum.

- B. Rules. The Partnership shall determine its own operating and procedural rules, which shall not conflict with any applicable laws, regulations, or policies.
- C. Voting. The formal declaration of the will or expressed position of the Workplace Regulations Partnership shall be done by voice vote. If necessary, or at the request of any member, the Chair may order a recorded vote (by roll call), the results of which shall be recorded in the minutes of the business meeting.

#### **IV. Agendas, reports, and files.**

- A. Agendas. An agenda for each business meeting setting forth the matters to be presented shall be prepared by the Lead Staff Coordinator under the direction of the Chair. The final agenda for each business meeting must be distributed to all Partnership members no less than 24 hours prior to the scheduled start of the business meeting, and copies made available for public access at the same time.
- B. Minutes and other reports. All actions and decisions taken at each business meeting shall be reduced to writing in the form of action minutes. After approval, the minutes, together with all other papers, presentations, and petitions from each business meeting, shall be made available for public inspection through the Office of City Clerk.
- C. Files, generally. The files and papers of the Workplace Regulations Partnership shall be maintained by the Office of City Clerk.

#### **V. Final recommendations in writing.**

- A. The Workplace Regulations Partnership must develop recommended policy proposals on earned sick time and paid time off, which shall be adopted by a majority of the entire membership (8 votes) on a recorded vote, the results of which shall be entered on the minutes.
- B. The final report presenting the Partnership's recommended policies related to earned sick time and paid time off, including consideration of regional and cross-jurisdictional implications of such policy proposals, must be submitted in writing to the Mayor and City Council. The presentation of this final report shall be to the City Council's Committee of the Whole at its regular meeting scheduled for February 24, 2016.

#### **VI. Community engagement.**

- A. Adherence to core principles. It is the intent of the City Council that the Workplace Regulations Partnership will provide for community engagement in accordance with the Core Principles of Community Engagement adopted by City Council in December 2007.
- B. The Workplace Regulations Partnership will conduct focus groups, listening sessions, and similar practices, and may consult subject-matter experts during its course of study.

#### **VII. Staff support.**

- A. Lead Staff Coordinator. The Deputy City Coordinator shall be the Lead Staff Coordinator for the Workplace Regulations Partnership. The Lead Staff Coordinator shall ensure overall management, integration, and control and be responsible for assuring proper resources are available to support the work of the Partnership. Without limiting the generality of the foregoing, it shall be the responsibility of the Lead Staff Coordinator to:

1. Plan and organize an initial orientation program to provide a uniform introduction to and baseline education for all members of the Workplace Regulations Partnership about comparable policies related to earned sick time and paid time off, which shall be limited to appointed membership of the Partnership and its staff support team;
  2. Assist the Chair and Partnership in developing policy proposals related to earned sick time and paid time off, including overall coordination in the preparation, content review, policy analysis, and formatting of a final report to the Mayor and City Council;
  3. Assist the Partnership in identifying and inviting input from key community stakeholder groups affected by policy proposals related to earned sick time and paid time off;
  4. Assemble, plan, and coordinate the required staff resources to support the effective operation of the Workplace Regulations Partnership, including the delegation or assignment of tasks and evaluation of work performed;
  5. Monitor progress of projects to ensure milestones are met within the overall set timeline; and
  6. Provide timely updates to the Mayor and City Council and serve as a communications channel between the City's elected policymakers and the Workplace Regulations Partnership.
- B. Health Commissioner. The Minneapolis Commissioner of Health, or her designee, shall attend the business meetings of the Workplace Regulations Partnership and provide professional staff support and subject-matter expertise related to its policy proposals and final recommendations.
- C. Community Planning & Economic Development Director (CPED). The Director of the City's CPED Department, or his designee, shall attend the business meetings of the Workplace Regulations Partnership and provide professional staff support and subject-matter expertise related to its policy proposals and final recommendations.
- D. Attorney. The City Attorney shall assign an attorney from her office to provide technical assistance to the Workplace Regulations Partnership.
- E. Secretary. The City Clerk shall assign a clerk from his office to serve as secretary to the Workplace Regulations Partnership, who shall attend its business meetings and be responsible, under the general direction of the Chair and Lead Staff Coordinator, for the clerical operation of the Partnership and maintain its records and files.