



# PENNSYLVANIA REDISTRICTING Reform Commission



## Appendix 3: Commission Procedures

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ARTICLE I. NAME: The name of this commission shall be the Pennsylvania Redistricting Reform Commission (hereafter referred to as the “Commission”).

ARTICLE II. AUTHORIZATION: This Commission is authorized and organized pursuant to the Governor’s Executive Order 2018-07.

ARTICLE III. PURPOSE: The purpose of the Commission is to study best practices related to non-partisan redistricting process, engage the public in a dialogue around principles for a non-partisan redistricting process, and make recommendations to the Governor, President Pro Tempore of the Senate, Speaker of the House of Representatives, Majority Leader of the Senate, Majority Leader of the House of Representatives, Minority Leader of the Senate, and Minority Leader of the House of Representatives to inform the redistricting process.

ARTICLE IV. MEMBERSHIP: The Commission shall consist of the following voting members: two members of the Pennsylvania Senate, one appointed by the Majority Leader of the Senate and one appointed by the Minority Leader of the Senate; two members of the Pennsylvania House of Representatives, one appointed by the Majority Leader of the House of Representatives and one appointed by the Minority Leader of the House of Representatives; the Secretary of the Commonwealth or a designee; two individuals from institutions of higher education; one individual from a non-partisan voter advocacy organization; one individual from a non-partisan government reform organization; one former elected official who does not currently hold elected office; and up to five citizen appointees.

Members of the Commission shall not receive compensation for their service on the Commission, except that members shall receive reimbursement for reasonable travel costs and expenditures incurred while performing Commission business in accordance with the Commonwealth’s travel and subsistence policies.

ARTICLE V. VOTING: Commission members shall be entitled to one (1) vote, in person (including by telephone), on all matters which shall come before the Commission. Designated alternates, while serving in the absence of a Commission member, shall have the authority to perform the duties and exercise the powers of that member and shall be entitled to one (1) vote in person on all matters that come before the Commission. Minor issues can be voted on via email.

ARTICLE VI. OFFICERS: It shall be the duty of the chairperson to preside at all meetings of the Commission, call special meetings, appoint sub-committee chairpersons with the consent of the Commission by majority vote, and perform other such duties as they pertain to the office.

ARTICLE VII. STAFF SUPPORT: The Pennsylvania Department of State shall provide the

staffing necessary to perform the administrative and secretarial duties of the Commission.

ARTICLE VIII. SUBCOMMITTEES: The chairperson shall appoint any such committees as are deemed necessary by the Commission in order to carry out its duties and responsibilities. The chairperson of the Commission shall appoint the chairperson of each committee. The chairperson of the Commission shall also have the authority to dissolve any such appointed committees when the duties of that committee are complete. A listing of the committees and their respective charges shall be maintained. Additions to and deletions from that listing shall not constitute an amendment to these bylaws.

ARTICLE IX. MEETINGS: A majority of the voting members of the Commission shall constitute a quorum for the purpose of conducting official business of the Commission. The Commission shall hold at least six public meetings. Announcement of all scheduled meetings shall be in accordance with the requirements of the Pennsylvania "Sunshine Law". Business meetings shall be conducted in accordance with the procedures of the most recent version of Robert's Rules of Order.

ARTICLE X. REPORT: The Commission shall provide a written report to the Governor, President Pro Tempore of the Senate, Speaker of the House of Representatives, Majority Leader of the Senate, Majority Leader of the House of Representatives, Minority Leader of the Senate, and Minority Leader of the House of Representatives, that includes its findings from the activities undertaken by August 29, 2019.

ARTICLE XI. AMENDMENTS: These bylaws may be amended, repealed, or suspended at any meeting of the Commission by a two-thirds vote of the voting members of the Commission present at that meeting, provided that written notice of such amendment, repeal, or suspension shall have been sent to each member at least one week prior to said meeting.