Commission Chair Paul Bessel called the meeting to order at 8:02 a.m.

I. Administrative matters

The agenda was adopted without objection.

The minutes for the October 14, 2015 meeting were unanimously approved.

II. Action items

1. Motion: A motion was made proposing tentative language to be considered for a Charter amendment allowing a special election to fill a County Executive vacancy, as included in the agenda:

   **Sec. 205. Vacancy.**

   A vacancy in the office of County Executive shall exist upon the death, resignation, disqualification, or removal of the County Executive. *Unless the Council has provided by law for filling a vacancy by special election,* the following process for filling a vacancy shall apply. When a vacancy has occurred, the Council, by a vote of not less than five members, shall appoint a successor to fill the vacancy within forty-five days of the vacancy.
After discussion, the motion passed, 10-0.

2. **Public Hearing date and time:** Staff identified the following possible dates and place for the Charter Review Commission’s public hearing in January 2016:
   - Dates: Monday (1/11 or 1/25) or Wednesday (1/13 or 1/20);
   - Beginning at 7:00 pm or 7:30 pm;
   - Location: Council’s 7th floor hearing room

The dates were discussed, and Wednesday, January 20 at 7:30 pm was agreed upon as the first choice, with Monday, January 25 selected as the alternative date in case of cancellation due to weather. Staff was directed to draft a press release to publicize the hearing.

**III. Administrative Items**

The next Charter Review Commission is scheduled for December 9, 2015 at 8:00 am.

The meeting adjourned at 8:48 a.m.