

CHAPTER II

CITY COUNCIL

Section 200 - Procedures

200.01.Meetings. Subdivision 1. Regular meetings. Regular meetings of the council are held on the second and fourth Tuesday of each calendar month at 7:30 p.m. A regular meeting falling upon a holiday will be held on the next following business day at the same time and place. Meetings, including special and adjourned meetings, are held in the city hall.

Subd. 2. Rescheduled meetings. Rescheduled regular meetings must comply with the notice requirements of subdivision 3 of this subsection.

Subd. 3. Special meetings. Except as otherwise provided by statute, the mayor or two members of the council may call a special meeting of the council upon at least three days written notice to each member of the council. This notice shall be delivered personally to each member or be left at the usual place of residence of the member with some responsible person. Similar notice stating the date, time, place and purpose of the meeting must be published in the official newspaper or a qualified newspaper of general circulation in the city and posted at the city hall at least three days before the meeting.

Subd. 4. Initial meeting. At the first regular council meeting in January of each year the council shall:

- (a) designate the depositories of city funds;
- (b) designate the official newspaper;
- (c) choose one of the councilmembers as acting mayor, who shall perform the duties of the mayor during the disability or absence of the mayor from the city or, in case of a vacancy in the office of mayor, until a successor has been appointed and qualifies;
- (d) appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.

Subd. 5. Public meetings. Council meetings, including special and adjourned meetings and meetings of council committees, are open to the public.

Subd. 6. Emergency meetings and other meetings. The calling of emergency meetings or special meetings for which a notice requirement is otherwise expressly established by statute need not comply with the notice provisions of subdivision 3 of this subsection.

200.03.Presiding officer. Subdivision 1. Who presides. The mayor presides at council meetings. In the absence of the mayor, the acting mayor shall preside. In the absence of both mayor and acting mayor, the clerk-treasurer shall call the meeting to order and shall preside until the council members present at the meeting choose one of their number to act temporarily as presiding officer.

Subd. 2. Procedure. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised.

Subd. 3. Appeal procedure. A member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present exclusive of the presiding officer.

Subd. 4. Rights of presiding officer. The presiding officer may make motions, second motions, or speak on any question. On demand of any council member, the presiding officer must vacate the chair and designate a council member to preside temporarily.

200.05.Minutes. Subdivision 1. Who keeps. Minutes of council meetings are kept by the clerk-treasurer or by the deputy clerk-treasurer. In the absence of both the clerk-treasurer and deputy clerk-treasurer, the presiding officer must appoint a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the clerk-treasurer and can be accurately identified from the description given in the minutes.

Subd. 2. Approval. The minutes of each meeting must be reduced to typewritten form, signed by the clerk-treasurer, and copies thereof delivered to each council member as soon as practicable after the meeting. At the next regular council meeting following such delivery, approval of the minutes shall be considered by the council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the council. If there is an objection, the council must vote upon the addition or correction. If there are no additions or corrections, the minutes will stand approved.

200.07.Order of business. Subdivision 1. Order established. Meetings of the council shall convene at the time and place appointed therefor. Council business shall be conducted in the following order:

- (a) Call to order
- (b) Roll call

- (c) Approval of minutes
- (d) Public hearings
- (e) Petitions, requests, and communications
- (f) Ordinances and resolutions
- (g) Reports of officers, boards, and committees
- (h) Unfinished business
- (i) New business
- (j) Miscellaneous
- (k) Adjournment

Subd. 2. Varying order. The order of business may be varied by the presiding officer; but all public hearings must be held at the time specified in the notice of hearing or as nearly at such time as is reasonable in the judgment of the presiding officer.

200.09. Quorum and voting. Subdivision 1. Quorum. A majority of all the council members elected constitutes a quorum for the transaction of business, but a smaller number may adjourn from time to time. The council may punish non-attendance for each absence from a meeting unless a reasonable excuse is offered.

Subd. 2. Voting. The votes of the members on any question may be taken in any manner that signifies the intention of the individual members. The votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. If any member is present but does not vote, the minutes, as to the name of the member, will be marked "present-not voting."

Subd. 3. Votes required. A majority vote of all members of the council is necessary for approval of an ordinance unless a greater number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum prevails in all other cases.

200.11. Ordinances, resolutions, motions, petitions, and communications. Subdivision 1. Readings. Ordinances and resolutions must be presented in writing. An ordinance must receive two readings before the council prior to final adoption, but may not be read twice at the same meeting unless the rules are suspended for that purpose. An ordinance or resolution need not be read in full unless a council member so requests.

Subd. 2. Signing and publication proof. Ordinances and resolutions must be signed by the mayor, attested by the clerk-treasurer, and filed in the ordinance or resolution book. Proof of publication of an ordinance must be attached and filed with the ordinance.

Subd. 3. Motions, petitions, communications. Motions must be stated in full before being submitted to a vote by the presiding officer and shall be recorded in the minutes. Petitions or other communications addressed to the council shall be in writing and shall be read in full upon presentation to the council unless the council dispenses with the reading. A petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the clerk-treasurer.

200.13. Suspension or amendment of rules. These rules may be suspended only by a two-thirds vote of the members present and voting.

Section 205 - Compensation

205.01. Salary. Effective January 1, 2002, the salary of the mayor is \$3,000 per year, and the salary of each council member shall be \$1,800 per year, payable quarterly. No additional compensation is paid for special meetings of the city council. (Amended, Ord. No. 97-04; Ord. No. 2001-03)

Section 210 - Elections

210.01. When held. The regular city election shall be held biennially on the first Tuesday after the first Monday in November in every odd-numbered year.

210.03. Terms of office. The terms of office of the mayor and four council members elected at-large are four years.