



Experience LIFE in the Park

City council rules of procedure

Adopted August 21, 2000 by Resolution No. 00-108

Amended March 3, 2014 by Resolution No. 14-034

Amended June 17, 2019 by Resolution No. 19-071

Amended July 15, 2019 by Resolution No. 19-073

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I. INTRODUCTION

The purpose of these rules is to provide guidelines for the conduct of public business by the St. Louis Park City Council. All meetings of the city council will be conducted in accordance with the Minnesota Open Meeting Law, the City Charter and the Municipal Code of Ordinances. The proceedings of the council will be conducted as outlined in the third edition of The Standard Code of Parliamentary Procedure, written by Alice Sturgis and revised by the American Institute of Parliamentarians.

II. MEETINGS

A. Quorum

A majority of all members elected to the council shall constitute a quorum to do business. Certain matters, however, may require more than a simple majority for passage.

B. Location

All meetings of the city council, including special, continued and emergency meetings, will be held in the council chambers of city hall, 5005 Minnetonka Blvd. unless the meeting notice published in advance of the meeting designates a different location.

C. Notice of meetings

Notice of all regular meetings, study sessions, special, emergency and continued meetings will be posted at city hall.

D. Meetings to be public

Meetings of the city council are open to the public, with the exception of executive sessions from which the public may be excluded for consideration of issues directly related to:

- Labor negotiations;
- Comply with provisions contained in MN Data Privacy Act;
- Preliminary consideration of allegations or charges against an employee of the city (the employee has the right to ask that the meeting be public);
- Performance evaluation of an employee (the employee has the right to ask that the meeting be public);
- Pending litigation and matters subject to attorney/client privilege.

E. Regular meetings

Regular meetings will be held on the first and third Mondays of each month at 6:30 p.m. If the meeting date falls on a holiday, the meeting will be scheduled on the next succeeding day that is not a holiday, unless another day has been designated in advance. A schedule of all regular meetings and recognized holidays will be kept on file at city hall. Regular meetings can be cancelled or rescheduled at any time, provided council meets at least once per month.

F. Study sessions

Study sessions are held on the second and fourth Monday of each month and are scheduled at such time as to allow the council adequate time to discuss issues as noted on the agenda. Starting times will be noted on the meeting agenda and posted at city hall prior to the study session meeting. Study sessions may be cancelled at any time and need not be rescheduled.

Study sessions are intended to be an opportunity for council to fully discuss issues and to gather information from staff, consultants or other sources concerning those issues. All general rules of decorum apply to study sessions with the exception that council is not required to hear testimony from the public unless that testimony is solicited by the council.

G. Continued meetings

Any meeting may be continued to a specified time, place and date. Less than a quorum of councilmembers may continue or postpone a meeting to a fixed, future time. If the time, date and place of a continued meeting is announced at an open meeting and that information is recorded in the minutes, no additional public notice is necessary. Otherwise, notice of the continued meeting is necessary. Continued meetings may themselves be continued to a later continued meeting. No continued meeting may be set for the same time as, or a time later than, the next regular meeting.

H. Special meetings

The mayor or any three members of the council may call a special meeting by filing a written statement with the city clerk. The clerk must deliver to the council at least one day prior to the meeting a notice of the date, time, place and purpose of the special meeting. If, however, all councilmembers attend and participate in the meeting, these notice requirements are not necessary. The presence of any member of the council at a special meeting shall constitute a waiver of any formal notice unless the councilmember appears for the special purpose of objecting to the holding of such meeting. Notice of the date, time, place and purpose of a special meeting must also be posted by the clerk on the principal bulletin board of the city at least three days prior to the date of the meeting.

I. Emergency meetings

An emergency meeting may be called due to circumstances which require immediate consideration. The clerk may notify council by any means available. A good faith effort shall be made to provide notice of the meeting to any news medium that has filed a written request for notice of meetings. The notice shall include the purpose of the meeting.

J. Annual meeting

The council will hold its first meeting of the year on the first Monday in January to:

- Establish council meeting dates for the year;
- Designate the official newspaper;
- Designate official depositories;
- Appoint the councilmembers who will serve as mayor pro tem to perform the duties of the mayor during disability or absence, or, in the case of a vacancy in the office of mayor, until a successor has been appointed or elected.

Commencing in 2014, councilmembers appointed as mayor pro tem serve a four month term beginning in January of each year, with the appointments made on a rotating basis based upon seniority. For councilmembers elected at the same time, seniority is based on alphabetical order of last name. All councilmembers willing to serve as mayor pro tem shall be appointed to a term before the rotation starts again with the most senior member. In the absence of the mayor and mayor pro tem, the most senior available councilmember will serve as acting mayor pro tem. In the event that a councilmember is unable to or chooses not to complete his or her term as mayor pro tem, the next councilmember in the rotation will complete the term and continue to serve his or her term as scheduled.

III. AGENDA AND ORDER OF BUSINESS

A. Agenda

All reports, communications, ordinances, resolutions, contract documents and other matters intended for the agenda will be filed with the city manager's office no later than 12:00 noon on the Wednesday prior to the Monday council meeting at which consideration is requested.

No item of business or action of council which does not appear on the agenda for the meeting will be considered. Items of business that are of an emergency nature or which require immediate consideration may be added to the agenda if declared as such by a majority vote of the councilmembers present.

B. Preparation and introduction of items for consideration

Ordinances, resolutions and other matters which require action by the council may be prepared and introduced by the council, the city manager or city attorney and will be reviewed and approved prior to submission to the council by the city manager and/or city attorney.

Members of the public may make requests to the council on any matter considered to be of concern to the city provided that the request is communicated in advance of the meeting so that the item of business can be added to the meeting agenda. Prior to placement on the agenda, requests from the public will be reviewed by appropriate city staff and measures to resolve the situation or assist the petitioner in making the presentation will be taken wherever appropriate.

Every ordinance and resolution shall be presented in writing and read in full at a council meeting. However, the reading of a resolution or an ordinance may be dispensed with by unanimous consent of the council.

C. Delivery of the agenda

The agenda will ordinarily be delivered to councilmembers by each Friday preceding the scheduled meeting. At the time it is delivered to the council, the agenda and all pertinent material not of a confidential nature shall also be available to the general public and the media.

D. Order of business for regular meetings

The order of business for each meeting shall be as contained in the agenda prepared by the city manager, as follows:

1. Call to order
2. Presentations
3. Approval of minutes
4. Approval of agendas and consent items
5. Boards and commissions
6. Public hearings
7. Requests and communications from the public
8. Resolutions, ordinances, motions
9. Communications
10. Adjournment

Unless objection is made by motion of the council, the presiding officer may modify the foregoing order of business in order to accommodate citizens present or to expedite the business of the council.

E. Call to order

At the hour appointed for meeting, the members shall be called to order by the mayor, and in their absence, by the mayor pro tem. The mayor will lead all present in the Pledge of Allegiance and instruct the secretary to call the roll and note the absences. The secretary will note in the minutes the time and point in the proceedings when any member absent for roll call arrives, or when any member leaves prior to adjournment.

F. Presentations

May include proclamations, service awards and other presentations of general community interest by the city council or an invited member of the public.

G. Approval of minutes

The minutes of each meeting will be recorded by the clerk or designated representative, and delivered to each councilmember with approval to be considered at a subsequent regular council meeting. Unless a reading of the minutes is requested by a council member, the minutes may be corrected and approved as printed without reading aloud. If there is no objection to the correction, it may be made without a vote of the council. If there is an objection,

the council will vote on the correction. Upon approval the clerk will make revisions and enter the minutes into the public record as the official minutes of the council.

H. Approval of agenda and consent items

The mayor will ask those present if there are changes or additions to the agenda. The mayor will also ask if there are any present who wish to move items from the list of consent items to another section of the agenda for discussion.

Consent items are those items of business which are considered to be routine and/or which need no discussion. Consent items are acted upon by one motion. If discussion is desired by either a councilmember or a member of the audience, that item will be moved to an appropriate section of the regular agenda for discussion.

I. Petitions, requests, communications from the public

Members of the public may make requests or present issues to the council on any matter considered to be of concern to the city. All pertinent procedures for placement of items on the agenda apply.

J. Public hearings

Public hearings are conducted when required by statute, charter or city ordinance. Council reserves the right to hold public hearings on any item. Notification is given to the public in advance of the meeting through the city's official newspaper, or through direct mailing to interested and affected parties.

K. Ordinances, resolutions and motions

1. **Ordinance** – used when the action of council regulates or governs people or property and provides a penalty for its violation. Any ordinance should be of general application within the city, and of a permanent and continuing nature. State statute and city charter also require certain actions to be in ordinance form.
2. **Resolution** – used for any action of a temporary or administrative nature when it is reasonably certain that the action to be taken is of significant historical value.
3. **Motion** – used for simple, administrative acts. Proceedings in the form of motions are considered to be equivalent to resolutions.

L. Matters concerning boards and committees

Council may hear or receive reports, make appointments, establish committees, hold discussion or conduct any other business regarding boards and commissions.

M. Communications

At this time council and staff may raise issues to be considered for future discussion and provide information of interest to council, staff and the general public. Communication items needs not be placed on the agenda as they require no immediate action by the council.

N. Adjournment

The Mayor will ask those present if there are additional items of business. If there are no additional items and if no objection is heard from members present, the mayor will declare the meeting adjourned.

IV. GENERAL RULES OF ORDER

A. Parliamentary procedure

The proceedings of the city council shall be conducted in accordance with the third edition of The Standard Code of Parliamentary Procedure, written by Alice Sturgis and revised by the American Institute of Parliamentarians. Failure to comply with these rules does not invalidate council action unless at the time the action is taken or promptly thereafter, a councilmember or other interested person objects to the method of procedure and points out to the council the particular rule which was not observed.

B. Presiding officer

The mayor shall be the presiding officer of the council. The mayor may make motions, second motions, or speak on any question and shall be entitled to vote like other members of the council. The mayor pro tem shall serve in the absence or disability of the mayor. In the absence of both the mayor and the mayor pro tem, the most senior available councilmember will serve as acting mayor pro tem.

C. Preservation of order

The mayor shall preserve order and decorum at all meetings of the council. All questions and remarks shall be addressed to the mayor, or through the mayor to the appropriate councilmember, staff member, citizen or other appropriate person. Before speaking, each person shall address the mayor and shall not proceed until being recognized by the mayor. Persons shall speak respectfully and shall confine remarks to the matter under debate.

D. Points of order

The mayor decides questions of order subject to the right of any councilmember to appeal to the council. In the event of an appeal, a majority vote of the council will govern and conclusively determine the question of order.

E. Public order and decorum

Members of the public attending council meetings will observe the same rules of order and decorum applicable to the council. Any person making inappropriate remarks or who becomes boisterous while addressing the council may, at the

discretion of the mayor or a majority of the council, be removed from the room and may be barred from further audience with the council.

F. Manner of addressing the council

Members of the public may speak to any item on the agenda. Each person addressing the council shall come forward and state their name and address for the record. All remarks should be addressed to the council as a body.

G. Time limit

If requested by the mayor, each person shall limit their address to 10 minutes.