



2024 CITY COUNCIL MEETING STAFF REPORT

To: City Council Members and Mayor
From: Kay Kuhlmann, City Council Administrator
Meeting Date: January 22, 2024

Title – Consider Motion to Approve Resolution No. 7954 Adopting the Rules of Order and Procedures for the City Council in Accordance with the City Charter, Section 5.04

Purpose – The purpose of this item is for Council members to review the drafted updates to the Rules of Order and consider a motion to approve or suggest additional changes. The Rules of Order set the protocols of City Council meetings so the business of government can be conducted. Most of the proposed changes come from input the Council provided during the annual 2024 workshop.

Recommended Action – Approve Resolution No. 7954 as written.

Attachments –

- Draft 2024 Rules of Order: Additions and Deletions Noted from 2023 Version
- Draft 2024 Rules of Order: Clean Copy with Proposed Changes
- Previous 2023 Rules of Order

Alignment with 2019 Strategic Plan –

- The Rules of Order help every part of the Strategic Plan get accomplished.

Background –

The Rules of Order come before the Council annually at the beginning of each year. In 2024, a number of changes were discussed by the Council at its annual workshop on January 6, 2024.

The purpose of most of these changes is to ensure that City Council members can hear from the public, while also having adequate time to discuss business amongst Council members themselves. The Council must cover a large amount of material during each meeting. In 2023, the vast majority of Council meetings lasted more than three hours – and many lasted four and five hours. When meetings last this long into the evening, it is difficult for Council members to stay fresh and make decisions effectively. Council members discussed this issue at their January workshop and walked through possible changes for 2024. The changes that appeared to have Council consensus are included in the updated draft.

A few additional changes were also suggested by the City Attorney to clarify the Rules of Order based on current Council practice or to make the Rules of Order consistent with Robert's Rules. Finally, a few smaller edits were made in punctuation and sentence structure for clarity. See below for a summary of the main alterations.

Discussion –

In the attached draft Rules of Order with Additions and Deletions Noted, all proposed additions are written in red and underlined. Text that is recommended to be removed is crossed out.

In addition to these few changes in text, the drafted 2024 Rules of Order document has also been reconfigured and reformatted to make it easier to read and find things. The document is now organized into sections by category, and paragraphs have moved to different areas that make better sense. The shifts in reformatting have not been highlighted in the attached documents because the document would be too difficult to read. However, the 2023 Rules of Order are included in the packet for people who want to see the version from last year.

A list of reasons for the proposed text changes is below using the document Rules of Order with Additions and Deletions Noted (not the clean copy).

1. *Schedule of Meetings and Elections – Section 1 (5) on page 1:* A paragraph related to Special Orders was removed entirely (that paragraph was originally the fourth paragraph on page 3 of the 2023 version). That portion does not align with how the Council operates and would cause unnecessary confusion. The Council already schedules public hearings and sends notices accordingly; the Council also does not move all public hearings to the beginning of a meeting and instead conducts them in the order they appear on the agenda. Finally, bid openings do not occur at Council meetings.
2. *Public Comment – Section 9 on page 5:* Multiple changes to the rules of public comment have been added for 2024 based on the Council's input and suggestions. As noted in Section 9 (1): All public comment period is now suggested to take place at the beginning of the Council meeting – on items that are on and not on the agenda. Each person would now have one time per meeting to speak to the Council; the limit would be three minutes and someone could speak on one or more topics of their choosing during those three minutes. Additionally, a person may not give their three-minute allotment of time to another person.

Text was added in (d) and (e) to better define behavior that is not allowed during public comment. Finally, language was added in (g) to clarify that when a special meeting is called, the Council President decides if public comment will be taken. The first sentence of the 2023 language was deleted because it is repetitive of what the Charter already states (Section 5.03). The second sentence of the 2023 language was deleted because it had the potential to result in an unintentional serial meeting over email.

Some clarifications have also been made to the area of public comment at public hearings in Section 9 (2). Comments from the public and the applicant at a City Council meeting would only occur during the public comment period at the beginning of the Council meeting and would be kept to the standard three-minute limit. If the Council requests an answer from a member of the public or the applicant on the pertinent topic later in the meeting, those specific questions may be answered.

3. *Rules of Voting – Section 11 (6) on page 7:* This section was simplified and updated to follow the Council's current practice.

Rules of Voting – Section 11 (7) on pages 7 and 8: This section has been modified to be consistent with Robert's Rules and the protocol of "reconsidering a motion" and "renewing a motion." Read below for more clarification.

For a meeting that only lasts one day (as compared to a convention or a session that occurs over multiple days), a motion to "reconsider" an item can only be made at the same meeting. Also, a motion can only be reconsidered if the Council member who makes the motion to reconsider voted with the prevailing side of the vote. That means for a motion that failed, a member who voted "no" must make the motion to reconsider. If the matter failed due to a tie, there will not be a majority vote, but the motion will fail, and thus, those who voted "no" will be the members who voted with the prevailing side of the vote.

A motion to "renew" an item can only be made in a Council meeting after the meeting at which the motion failed. Also, any Council member—regardless of how they voted on the original motion—may make the motion to renew an item that was not previously adopted. For a motion to renew to be on the agenda, it would need to be added to the agenda before the agenda is approved. For example, a Council Member could reach out to the Council President and ask that a motion to renew be placed on the agenda. The Agenda Committee could decide to include it or not. If the item is not placed on the agenda, a Council Member at the Council meeting could then make a motion to amend the agenda to add the motion to renew. If a majority of Council members vote to add it to the agenda, it would be added.

Rules of Voting – Section 11 (10) on page 8: Language was added for clarity.

4. *Workshops – Section 15 (5) on page 11:* The proposed language states that public comment during Council workshops will not be taken, except in the case of budget workshops. Instead, the public is encouraged to share their opinions in other ways, including attending a future Council meeting and giving public comment where the issue will be heard. During budget workshops, the language is consistent with the 2023 rules in that public comments will be heard at the end of a workshop and must be pertinent to the workshop topic.

Next Steps

The Council is asked to review the draft 2024 Rules of Order and Procedures and find consensus. Once the Rules of Order and Procedures are voted on by the majority, the Rules will be instated at the next City Council meeting.

Financial Plan and Impact –

There are no foreseen financial impacts based on approval of Resolution No. 7954.

Alternatives –

- Approve Resolution No. 7954 as written.
- Approve Resolution No. 7954 with modifications from the Council.
- Table the resolution and request more information from staff.
- Another option of the Council's choosing.

Recommended Action – Approve Resolution No. 7954 as written.

2024 Rules of Order with Additions and Deletions Noted from 2023 Version

RESOLUTION NO. 7954

A Resolution Adopting Rules of Order and Procedures for the City Council in Accordance with the City Charter, Section 5.04

BE IT RESOLVED by the City Council of the City of Red Wing, Minnesota, as follows:

In accordance with the Charter of the City of Red Wing, Section 5.04, the following are hereby adopted as the 2024 rules of order and procedures for the City Council. This resolution supersedes Resolution No. 7837.

Section 1: Schedule of Meetings and Elections

1. On the first Tuesday after the first Monday of January following a City General Election, the City Council shall hold an organizational meeting to swear in newly-elected officials, elect officers, adopt the rules of order, adopt the designations of depositories for City funds, adopt the designation of the official newspaper, and conduct any other business as deemed appropriate.
2. On election years, the City Council shall elect officers, adopt the rules of order, adopt the designation of depositories for City funds, and adopt the designation of the official newspaper at the first regular City Council meeting.
3. The Council shall meet in regular session on the second and fourth Mondays of each month at 6:00 p.m. unless the Council shall direct otherwise.
4. All meetings shall be held in City Hall unless otherwise directed and properly noticed.
5. ~~Public hearings, bid openings, or other matters with a designated time shall be Special Orders. Any business under consideration at the time noted for a Special Order (other than a Special Order already under consideration) shall be laid on the table for the duration of the Special Order and the Special Order brought up for immediate consideration.~~

Section 2: Election of Officers

1. The Council shall elect a Council President, Council Vice President, and

Council President Pro Tem. Each officer will serve a one-year term.

2. There will be a term limit for the office of Council President of four consecutive years. The Council President serves as the leader of the Council by running all Council meetings, making appointments of Council liaisons to boards and commissions, and other miscellaneous roles.

Section 3: Meeting Materials

1. The Council Administrator shall include all appropriate items on the agenda according to the order of business. All reports, ~~visitations~~, communications, ordinances, resolutions, or other matters to come before the Council shall be reported to the Council Administrator at least by noon of the Thursday prior to each regular meeting.
2. Unless the Council otherwise directs, at least 72 hours prior to the meeting, the Council Administrator shall furnish a copy of the regular meeting agenda and all supporting materials to each Council Member. The Council Administrator shall also furnish the meeting agenda and appropriate supporting materials to the press and City staff. Failure to accomplish any of these tasks shall not invalidate the meeting.
3. The Council Administrator shall maintain a copy of the agenda and supporting materials and make the same available for public inspection. All items required to be posted for public notice shall be so done on a notice board located in City Hall.
 - a. In the case of routine claims that allow for early payment discounts, travel advances and reimbursements, and payroll-related claims, the Council Administrator, Administrative Business Director, and Mayor are authorized to pay such claims as they become due and without specific approval of the Council, provided they are contained in the next regular listing of all claims.
 - b. The Council Administrator shall be authorized to make payments for goods and services delivered or performed as per contract conditions prior to Council meetings at his/her discretion and upon approval, as appropriate, by the various affected department heads. All such payments shall be listed at the next regular Council meeting with the listing of bills.

Section 4: Notice and Recording of Meetings

1. Notice of meetings and the manner in which they are conducted shall comply with requirements of the City Charter, City Code, and Minnesota Open Meeting Law.
2. The Council Administrator shall notify the press and post public notice of the time and purpose of the meeting.
3. All meetings in which action is taken shall be televised or audio recorded.

Section 5: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the Council in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, ordinances of the City, or laws of the State of Minnesota.
2. The City Attorney or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary Law.
3. The Mayor, Council Members, and staff shall occupy their respective seats in the Chambers while the Council is in session. The Council President shall make all seating assignments on or before the first regular meeting of the year.
4. The President, or in his/her absence, the Vice President, or in both their absences, the President Pro Tem, shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The names of those present, absent, and excused shall be recorded, as well as arrival and departure time for the members arriving late or leaving early.
5. The presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a Council Member by reason of acting as presiding officer.
6. A quorum shall consist of at least a majority of all members of the Council, ~~although a majority of any members present may send for and require the attendance of those absent unless excused, or adjourn or recess to any time previous to the next regular session.~~ No member or officer shall absent himself/herself from any session unless excused by the Council.

Section 6: Order of Business

1. The order of business for all regular Council meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Statement of Intent
 - d. Excusal of Members
 - e. Approval of Agenda
 - f. Proclamations and Recognitions
 - g. Presentations and ~~Public Comment~~
 - h. Public Comment**
 - i. Board and Commission Communication
 - j. Consent Agenda
 - k. Motions and General Business
 - l. Communication Items
 - m. Adjournment

Section 7: Creating and Amending the Agenda

1. The Council President, in consultation with the Mayor, Council Vice President, and City Council Administrator, shall establish the City Council Agenda for regular and special meetings at the Council Agenda Committee meeting. The Council Agenda Committee meetings are public meetings and will be noticed as open meetings.
2. The presiding officer may vary the order of business or business items to facilitate special orders or the efficient use of meeting time. The Council shall not amend the agenda once the agenda is approved.

Section 8: Consent Agenda

1. Items that the Council Agenda Committee believes to be a non-controversial matter shall be placed on the Consent Agenda.
2. Any member of the Council may pull an item from the Consent Agenda, and the Council shall then consider that item in its proper order of business.

Section 9: Public Comment

1. Public comment and active involvement of residents in government is encouraged. The City Council will dedicate time during each regular meeting to hear from people. ~~The Council rules for public comment during special meetings and workshops are described in sections 4 and 25.~~

~~Members and those speaking to the Council shall keep their comments as brief and to the point as possible. No person may speak twice on an item of business until all members have first had the opportunity to speak once.~~

~~The presiding officer may prescribe additional rules of procedure for public hearings so as to preserve decorum and the efficient presentation of citizen concerns.~~

- a. The Public Comment period will take place near the beginning of the meeting for people to speak to the Council on items on the agenda and items not on the agenda.
- b. Each person will have one time per meeting to speak to the Council. The limit is three minutes to speak on one or more topics of a person's choosing.
- c. A person may not give their three-minute allotment of time to another person.
- d. Every person desiring to speak shall first be recognized by the presiding officer and shall avoid personalities and inappropriate language. No one is allowed to make comments from the audience when the person making comments has not been recognized by the presiding officer. The presiding officer shall preserve order and decorum and decide all questions of order, subject to appeal to the Council.
- e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.

- f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the Council. Any person can be removed from the meeting for failure to comply with the rules of the chair or for a violation of these rules. The Police Chief or his/her designee shall function as Sergeant-at-Arms to assist the presiding officer in enforcing this rule.
 - g. When a special meeting is scheduled, the Council President will decide whether public comment will be added to the agenda. ~~The Council shall meet in special session upon the call of the Mayor, Council President, or three Council members. When establishing a special meeting date, Council members will be informed of the subject and asked whether public comment should be added to the agenda, and the Public Notice shall reflect the majority opinion.~~
2. Public comments to the City Council after a Public Hearing at the Advisory Planning Commission should not provide new information.
 - a. After a mandatory public hearing has been held at the Advisory Planning Commission, individuals and/or the applicant may choose to make ~~will have the opportunity to present~~ comments on the Advisory Planning Commission's recommendations at a City Council meeting. The purpose of allowing these comments is to provide the applicant and the public the opportunity to directly address the Council on the matter.
 - b. ~~The comment period~~ public comments cannot be used for the presentation of new information, as all relevant information needs to be provided to the Advisory Planning Commission at the public hearing.
 - c. Comments from the public and the applicant at the City Council meeting will happen during the Public Comment segment of the Council meeting and will be kept to the customary three-minute limit. If the Council requests answers from a member of the public or an applicant on the pertinent topic later in the Council meeting, those may be answered.
 - d. If new information is presented to the City Council that was not considered at the public hearing of the Advisory Planning Commission, the Council may vote to send the matter back to the Advisory Planning Commission.

Section 10: Electronic Communication

1. In keeping with the intent of the Minnesota Open Meeting Law, the Mayor and City Council members shall not use any form of electronic communication technology, such as text messaging or e-mail, to communicate with one another during public meetings. Nor will elected leaders correspond with third parties during a public meeting on matters on the agenda or of public interest.
2. Council members who receive electronic communication regarding such shall disclose the information shared with the public at the meeting.
3. Text or email communications with staff during the meeting are permitted to address technology or meeting process items.

Section 11: Rules of Voting

1. The Council President shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source may be made if requested by the President and/or members of the body. The Council may discuss or debate the issue prior to the motion being made.
2. Once a motion is made, a second is necessary prior to additional discussion. The President will ask for action once the discussion is over or if a Council member calls the question.
3. If a Council Member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.
4. If any question contains two or more divisional propositions, the presiding officer may, and upon the request of a member, shall divide the same.
5. The vote on all ordinances or resolutions shall be by roll call vote.
6. The vote on all other matters, with the exception of ordinances and resolutions, shall be by acclamation. However, before or after a vote is taken on any matter before the Council, a roll call vote shall be taken upon the demand of any member. ~~before the negative has been put, a roll call vote shall be taken on any matter before the Council. If, after a vote by acclamation, it appears that the vote was not unanimous, a division of the house shall immediately be taken, and the individual votes of each member recorded.~~

7. After the decision on any question, any member who voted with the majority prevailing side may move to reconsider any action at the same meeting. ~~or the next succeeding meeting provided, however, that a resolution authorizing or relating to any contract may only be reconsidered before the final execution thereof. When notice of intention to move reconsideration shall be given by a member (a motion to reconsider and enter on the minutes), no action shall be taken to bind or commit the City until the next meeting, provided that four members may vote to declare an urgency, in which case the matter shall not be delayed unless then and there reconsidered.~~ At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
8. When a question is put forward, each Council Member present shall vote aye, nay, or present, unless prior to voting a Council Member is excused from voting for special reasons (e.g., conflict of interest) that must be recorded in the minutes. When a Council Member votes "present," the member is presumed to be abstaining and the vote will be recorded as such. A "present" vote will not be counted when determining a majority vote.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the Council shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for Council consideration.
10. For the purposes of a break during a meeting, the presiding officer may recess the Council without a motion at any time he/she deems appropriate and shall state the ~~length of time and the reason for the action~~ time at which the meeting will resume. If the presiding officer decides to recess the meeting until another date, the presiding officer shall state the time and place at which the meeting will resume and the reason for the recess.
11. Following a closed session, the City Council shall publicly pass a motion to go into open session.

Section 12: Resolutions and Ordinances

1. The City Council shall take action by resolution if required by law, agencies of the state, and/or City Charter. Generally speaking, the City Council shall take action in the form of a simple motion if a resolution is not required.
2. All proposed ordinances shall be introduced in written form and need not be read.

3. All proposed resolutions shall be introduced in written form and need not be read. Any resolution not introduced in writing shall immediately be reduced to writing and a copy furnished to each member of the Council unless waived by unanimous consent.
 - a. After introduction, any proposed ordinance or resolution may be referred by the presiding officer without objection to any regular or special committee of the Council or, when appropriate, a City board or commission.
 - b. Amendments may be adopted at any time and shall be in writing except for minor amendments which may be made orally and duly noted by the City Clerk. The text of amendments need not be recorded in the minutes but, if not recorded, shall be preserved along with the original proposed ordinance or resolution as introduced.
4. It shall be the responsibility of the Council Administrator, with the assistance of the City Attorney, to review all proposed ordinances and resolutions to ensure that each is properly drafted. Each proposed ordinance and resolution shall have a title clearly stating its subject and purpose.
5. When a proposed ordinance amends or repeals existing ordinances, the title shall refer to the section, subdivision, paragraph, subparagraph, and clause affected. Proposed ordinances shall contain the full text of the section, subdivision, paragraph, subparagraph, or clause as amended.

If a proposed ordinance provides for a new section to the City Code and is not an amendment of existing portions of the City Code, ~~sections, subdivisions, paragraphs, etc.~~, the proposed ordinance shall be arranged, subdivided, and numbered in like manner as the existing City Code, provided that proposed ordinances which relate only to a single purpose, act, or event (such as franchises or annexations), shall remain uncoded and noted in Chapter 25 of the City Code.

6. At any time before or after adoption, the Council Administrator is authorized to correct obvious mistakes in spelling, grammar, punctuation, and typographical errors. In addition, the Council Administrator may change obvious mistakes in the codification of any ordinance at any time prior to publication so as to provide that all ordinances are arranged, subdivided, and numbered in like manner as the existing City Code.

7. After the adoption of any ordinances or resolutions, the City Clerk shall cause the engrossment into it of any amendments properly adopted prior to adopting and prepare an accurate enrolled copy for signatures by the presiding officer of the Council and the City Clerk. The City Clerk shall thereafter cause the enrolled copy to be presented to the Mayor as required by the Charter.
8. Ordinances shall be kept in a permanent file in numerical order as adopted with proof of publication attached. An enrolled ordinance shall be labeled "Ordinance No. ____ Fourth Series."
9. Resolutions shall likewise be numbered and maintained within a separate book. An enrolled resolution shall be labeled "Resolution No. ____."
10. In all other respects, the ordinance or resolution shall be identical to the proposed ordinance or resolution as adopted by the Council subject to the correction of obvious mistakes as provided for in this rule.

Section 13: Veto by the Mayor

1. In accordance with Charter provisions, the Mayor has the right to veto any ordinance or resolution. Except for emergency ordinances, the veto must occur within 96 hours, not including Saturdays, Sundays, or holidays, of receipt of the ordinance or resolution and shall be returned to the City Clerk with a written objection message.
2. The Council shall be presented with the ordinance or resolution and the written veto objection at the next regular Council meeting or at a special meeting called by the Mayor, the President of the Council, or any three members of the Council.
3. When the vote is taken on the veto override, it shall be by roll call and the question shall be, "Shall the veto be overruled and the ordinance/resolution repassed?" If the ordinance or resolution receives the affirmative vote of two-thirds of all members, it shall be deemed adopted without the Mayor's approval and, in the case of ordinances, published as other ordinances.

Sections 14: Rules of the Boards and Commissions

1. Subject to the City Council's approval, City boards and commissions may adopt their own rules of procedure adopted annually for use at their regular

meetings. In the event that boards or commissions have not adopted rules of procedure, they will follow the City Council rules, insofar as practical.

2. The establishment of rules of procedure is not intended to curtail the authority of any board or commission in the programming of any operation; rules of procedure are intended to create a foundation under which a public board will conduct business.
3. Board and commission staff liaisons shall cause meeting minutes to be kept and, in all cases, the minutes, ~~including those of related City entities,~~ shall be promptly filed with the City Clerk. Minutes shall provide a general background on the topic, a summary of the discussion, specific action being considered, and the tally of the vote.
4. The Council Administrator shall ensure the meetings are appropriately staffed.
5. Quorums shall be a majority of the appointed commission or board members. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 15: Workshops

1. The City Council may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Generally, the subject of the workshop is focused on one topic, is a joint meeting with another public entity, or, in some cases, is a forum for the exchange of ideas. In all cases, topics discussed at workshops will advance to a formal City Council meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternative sites. In all cases, workshops, including mobile workshops like the city tour, shall be audio-recorded and made available to the public.
4. Workshops require public notice and are open to the public.
5. Except in the cases of budget workshops, public comment will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the Council via email, phone call, a mailed letter, an in-person meeting, or by attending a City Council meeting and speaking

during that public comment period. During budget workshops, public comments will be taken at the end, and all comments must be pertinent to the workshop topic. ~~When setting a date for the workshop, Council members will be asked whether public comments shall be included on the agenda. The public meeting notice will include information on whether public comments will be taken at the meeting. All comments must be pertinent to the workshop topic and will be taken at the end of the workshop. Citizens are encouraged to bring any public comments about workshops to a future City Council meeting regardless of whether public comment is taken at the workshop.~~

Section 16: Ad Hoc Subcommittees and Standing Committees

1. The Council may have ad hoc subcommittees to research and explore solutions to problems and/or brainstorm ideas on projects.
 - a. The ad hoc subcommittees must be smaller than a quorum of the Council, have a limited scope of study, and have no decision-making authority.
 - b. The ad hoc subcommittee meetings do not need to be publicly noticed, nor will agendas and minutes be necessary. Summaries and recommendations of ad hoc subcommittee work will be reported to the full City Council in the Status Report on a regular basis.
2. The Council may establish Standing Committees to process work.
 - a. Standing committees have regular scheduled meetings, limited scope of responsibilities, and limited authority.
 - b. Standing committee agendas and minutes will be provided, with the exception of the Agenda Committee. Public Comment will be at the discretion of the committee chair and included on the agenda if directed by the chair.
3. The City Council will receive a copy of the list of standing committees and ad hoc committees in January of each year. The committee list and appointments will be made public on the City's website.

Section 17: Suspension or Amendment of Rules of Order

1. These Rules of Order may be suspended or amended by a majority vote of all

elected members, provided that any amendments shall be presented in writing at the preceding regular meeting and placed on the subsequent agenda under the order of Motions and General Business.

Adopted this _____ day of January, 2024.

Kim Beise, City Council President

ATTEST:

Teri L. Swanson, City Clerk

(Seal)

Presented to the Mayor at _____ m. on this _____ day of January, 2024.

Approved this _____ day of January, 2024.

Michael Wilson, Mayor

RESOLUTION NO. 7954

A Resolution Adopting Rules of Order and Procedures for the City Council in Accordance with the City Charter, Section 5.04

BE IT RESOLVED by the City Council of the City of Red Wing, Minnesota, as follows:

In accordance with the Charter of the City of Red Wing, Section 5.04, the following are hereby adopted as the 2024 rules of order and procedures for the City Council. This resolution supersedes Resolution No. 7837.

Section 1: Schedule of Meetings and Elections

1. On the first Tuesday after the first Monday of January following a City General Election, the City Council shall hold an organizational meeting to swear in newly-elected officials, elect officers, adopt the rules of order, adopt the designations of depositories for City funds, adopt the designation of the official newspaper, and conduct any other business as deemed appropriate.
2. On election years, the City Council shall elect officers, adopt the rules of order, adopt the designation of depositories for City funds, and adopt the designation of the official newspaper at the first regular City Council meeting.
3. The Council shall meet in regular session on the second and fourth Mondays of each month at 6:00 p.m. unless the Council shall direct otherwise.
4. All meetings shall be held in City Hall unless otherwise directed and properly noticed.

Section 2: Election of Officers

1. The Council shall elect a Council President, Council Vice President, and Council President Pro Tem. Each officer will serve a one-year term.
2. There will be a term limit for the office of Council President of four consecutive years. The Council President serves as the leader of the Council by running all Council meetings, making appointments of Council liaisons to boards and commissions, and other miscellaneous roles.

Section 3: Meeting Materials

1. The Council Administrator shall include all appropriate items on the agenda according to the order of business. All reports, communications, ordinances, resolutions, or other matters to come before the Council shall be reported to the Council Administrator at least by noon of the Thursday prior to each regular meeting.
2. Unless the Council otherwise directs, at least 72 hours prior to the meeting, the Council Administrator shall furnish a copy of the regular meeting agenda and all supporting materials to each Council Member. The Council Administrator shall also furnish the meeting agenda and appropriate supporting materials to the press and City staff. Failure to accomplish any of these tasks shall not invalidate the meeting.
3. The Council Administrator shall maintain a copy of the agenda and supporting materials and make the same available for public inspection. All items required to be posted for public notice shall be so done on a notice board located in City Hall.
 - a. In the case of routine claims that allow for early payment discounts, travel advances and reimbursements, and payroll-related claims, the Council Administrator, Administrative Business Director, and Mayor are authorized to pay such claims as they become due and without specific approval of the Council, provided they are contained in the next regular listing of all claims.
 - b. The Council Administrator shall be authorized to make payments for goods and services delivered or performed as per contract conditions prior to Council meetings at his/her discretion and upon approval, as appropriate, by the various affected department heads. All such payments shall be listed at the next regular Council meeting with the listing of bills.

Section 4: Notice and Recording of Meetings

1. Notice of meetings and the manner in which they are conducted shall comply with requirements of the City Charter, City Code, and Minnesota Open Meeting Law.
2. The Council Administrator shall notify the press and post public notice of the time and purpose of the meeting.
3. All meetings in which action is taken shall be televised or audio recorded.

Section 5: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the Council in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, ordinances of the City, or laws of the State of Minnesota.
2. The City Attorney or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary Law.
3. The Mayor, Council Members, and staff shall occupy their respective seats in the Chambers while the Council is in session. The Council President shall make all seating assignments on or before the first regular meeting of the year.
4. The President, or in his/her absence, the Vice President, or in both their absences, the President Pro Tem, shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The names of those present, absent, and excused shall be recorded, as well as arrival and departure time for the members arriving late or leaving early.
5. The presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a Council Member by reason of acting as presiding officer.
6. A quorum shall consist of at least a majority of all members of the Council. No member or officer shall absent himself/herself from any session unless excused by the Council.

Section 6: Order of Business

1. The order of business for all regular Council meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Statement of Intent
 - d. Excusal of Members
 - e. Approval of Agenda
 - f. Proclamations and Recognitions
 - g. Presentations
 - h. Public Comment
 - i. Board and Commission Communication

- j. Consent Agenda
- k. Motions and General Business
- l. Communication Items
- m. Adjournment

Section 7: Creating and Amending the Agenda

1. The Council President, in consultation with the Mayor, Council Vice President, and City Council Administrator, shall establish the City Council Agenda for regular and special meetings at the Council Agenda Committee meeting. The Council Agenda Committee meetings are public meetings and will be noticed as open meetings.
2. The presiding officer may vary the order of business or business items to facilitate special orders or the efficient use of meeting time. The Council shall not amend the agenda once the agenda is approved.

Section 8: Consent Agenda

1. Items that the Council Agenda Committee believes to be a non-controversial matter shall be placed on the Consent Agenda.
2. Any member of the Council may pull an item from the Consent Agenda, and the Council shall then consider that item in its proper order of business.

Section 9: Public Comment

1. Public comment and active involvement of residents in government is encouraged. The City Council will dedicate time during each regular meeting to hear from people.
 - a. The Public Comment period will take place near the beginning of the meeting for people to speak to the Council on items on the agenda and items not on the agenda.
 - b. Each person will have one time per meeting to speak to the Council. The limit is three minutes to speak on one or more topics of a person's choosing.
 - c. A person may not give their three-minute allotment of time to another person.

- d. Every person desiring to speak shall first be recognized by the presiding officer. No one is allowed to make comments from the audience when the person making comments has not been recognized by the presiding officer. The presiding officer shall preserve order and decorum and decide all questions of order, subject to appeal to the Council.
 - e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
 - f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the Council. Any person can be removed from the meeting for failure to comply with the rules of the chair or for a violation of these rules. The Police Chief or his/her designee shall function as Sergeant-at-Arms to assist the presiding officer in enforcing this rule.
 - g. When a special meeting is scheduled, the Council President will decide whether public comment will be added to the agenda.
2. Public comments to the City Council after a Public Hearing at the Advisory Planning Commission should not provide new information.
- a. After a mandatory public hearing has been held at the Advisory Planning Commission, individuals and/or the applicant may choose to present comments on the Advisory Planning Commission's recommendations at a City Council meeting. The purpose of allowing these comments is to provide the applicant and the public the opportunity to directly address the Council on the matter.
 - b. The public comments cannot be used for the presentation of new information, as all relevant information needs to be provided to the Advisory Planning Commission at the public hearing.
 - c. Comments from the public and the applicant at the City Council meeting will happen during the Public Comment segment of the Council meeting and will be kept to the customary three-minute limit. If the Council

requests answers from a member of the public or an applicant on the pertinent topic later in the Council meeting, those may be answered.

- d. If new information is presented to the City Council that was not considered at the public hearing of the Advisory Planning Commission, the Council may vote to send the matter back to the Advisory Planning Commission.

Section 10: Electronic Communication

1. In keeping with the intent of the Minnesota Open Meeting Law, the Mayor and City Council members shall not use any form of electronic communication technology, such as text messaging or e-mail, to communicate with one another during public meetings. Nor will elected leaders correspond with third parties during a public meeting on matters on the agenda or of public interest.
2. Council members who receive electronic communication regarding such shall disclose the information shared with the public at the meeting.
3. Text or email communications with staff during the meeting are permitted to address technology or meeting process items.

Section 11: Rules of Voting

1. The Council President shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source may be made if requested by the President and/or members of the body. The Council may discuss or debate the issue prior to the motion being made.
2. Once a motion is made, a second is necessary prior to additional discussion. The President will ask for action once the discussion is over or if a Council member calls the question.
3. If a Council Member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.
4. If any question contains two or more divisional propositions, the presiding officer may, and upon the request of a member, shall divide the same.
5. The vote on all ordinances or resolutions shall be by roll call vote.
6. The vote on all matters, with the exception of ordinances and resolutions, shall

be by acclamation. However, before or after a vote is taken, a roll call vote shall be taken upon the demand of any member.

7. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
8. When a question is put forward, each Council Member present shall vote aye, nay, or present, unless prior to voting a Council Member is excused from voting for special reasons (e.g., conflict of interest) that must be recorded in the minutes. When a Council Member votes "present," the member is presumed to be abstaining and the vote will be recorded as such. A "present" vote will not be counted when determining a majority vote.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the Council shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for Council consideration.
10. For the purposes of a break during the meeting, the presiding officer may recess the Council without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the presiding officer decides to recess the meeting until another date, the presiding officer shall state the time and place at which the meeting will resume and the reason for the recess.
11. Following a closed session, the City Council shall publicly pass a motion to go into open session.

Section 12: Resolutions and Ordinances

1. The City Council shall take action by resolution if required by law, agencies of the state, and/or City Charter. Generally speaking, the City Council shall take action in the form of a simple motion if a resolution is not required.
2. All proposed ordinances shall be introduced in written form and need not be read.
3. All proposed resolutions shall be introduced in written form and need not be read. Any resolution not introduced in writing shall immediately be reduced to writing and a copy furnished to each member of the Council unless waived by unanimous consent.

- a. After introduction, any proposed ordinance or resolution may be referred by the presiding officer without objection to any regular or special committee of the Council or, when appropriate, a City board or commission.
 - b. Amendments may be adopted at any time and shall be in writing except for minor amendments which may be made orally and duly noted by the City Clerk. The text of amendments need not be recorded in the minutes but, if not recorded, shall be preserved along with the original proposed ordinance or resolution as introduced.
4. It shall be the responsibility of the Council Administrator, with the assistance of the City Attorney, to review all proposed ordinances and resolutions to ensure that each is properly drafted. Each proposed ordinance and resolution shall have a title clearly stating its subject and purpose.
5. When a proposed ordinance amends or repeals existing ordinances, the title shall refer to the section, subdivision, paragraph, subparagraph, and clause affected. Proposed ordinances shall contain the full text of the section, subdivision, paragraph, subparagraph, or clause as amended.

If a proposed ordinance provides for a new section to the City Code and is not an amendment of existing portions of the City Code, the proposed ordinance shall be arranged, subdivided, and numbered in like manner as the existing City Code, provided that proposed ordinances which relate only to a single purpose, act, or event (such as franchises or annexations), shall remain uncoded and noted in Chapter 25 of the City Code.

6. At any time before or after adoption, the Council Administrator is authorized to correct obvious mistakes in spelling, grammar, punctuation, and typographical errors. In addition, the Council Administrator may change obvious mistakes in the codification of any ordinance at any time prior to publication so as to provide that all ordinances are arranged, subdivided, and numbered in like manner as the existing City Code.
7. After the adoption of any ordinances or resolutions, the City Clerk shall cause the engrossment into it of any amendments properly adopted prior to adopting and prepare an accurate enrolled copy for signatures by the presiding officer of the Council and the City Clerk. The City Clerk shall thereafter cause the enrolled copy to be presented to the Mayor as required by the Charter.

8. Ordinances shall be kept in a permanent file in numerical order as adopted with proof of publication attached. An enrolled ordinance shall be labeled "Ordinance No. ____ Fourth Series."
9. Resolutions shall likewise be numbered and maintained within a separate book. An enrolled resolution shall be labeled "Resolution No. ____."
10. In all other respects, the ordinance or resolution shall be identical to the proposed ordinance or resolution as adopted by the Council subject to the correction of obvious mistakes as provided for in this rule.

Section 13: Veto by the Mayor

1. In accordance with Charter provisions, the Mayor has the right to veto any ordinance or resolution. Except for emergency ordinances, the veto must occur within 96 hours, not including Saturdays, Sundays, or holidays, of receipt of the ordinance or resolution and shall be returned to the City Clerk with a written objection message.
2. The Council shall be presented with the ordinance or resolution and the written veto objection at the next regular Council meeting or at a special meeting called by the Mayor, the President of the Council, or any three members of the Council.
3. When the vote is taken on the veto override, it shall be by roll call and the question shall be, "Shall the veto be overruled and the ordinance/resolution repassed?" If the ordinance or resolution receives the affirmative vote of two-thirds of all members, it shall be deemed adopted without the Mayor's approval and, in the case of ordinances, published as other ordinances.

Sections 14: Rules of the Boards and Commissions

1. Subject to the City Council's approval, City boards and commissions may adopt their own rules of procedure adopted annually for use at their regular meetings. In the event that boards or commissions have not adopted rules of procedure, they will follow the City Council rules, insofar as practical.
2. The establishment of rules of procedure is not intended to curtail the authority of any board or commission in the programming of any operation; rules of procedure are intended to create a foundation under which a public board will conduct business.

3. Board and commission staff liaisons shall cause meeting minutes to be kept and, in all cases, the minutes shall be promptly filed with the City Clerk. Minutes shall provide a general background on the topic, a summary of the discussion, specific action being considered, and the tally of the vote.
4. The Council Administrator shall ensure the meetings are appropriately staffed.
5. Quorums shall be a majority of the appointed commission or board members. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 15: Workshops

1. The City Council may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Generally, the subject of the workshop is focused on one topic, is a joint meeting with another public entity, or, in some cases, is a forum for the exchange of ideas. In all cases, topics discussed at workshops will advance to a formal City Council meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternative sites. In all cases, workshops, including mobile workshops like the city tour, shall be audio-recorded and made available to the public.
4. Workshops require public notice and are open to the public.
5. Except in the cases of budget workshops, public comment will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the Council via email, phone call, a mailed letter, an in-person meeting, or by attending a City Council meeting and speaking during that public comment period. During budget workshops, public comments will be taken at the end, and all comments must be pertinent to the workshop topic.

Section 16: Ad Hoc Subcommittees and Standing Committees

1. The Council may have ad hoc subcommittees to research and explore solutions to problems and/or brainstorm ideas on projects.

- a. The ad hoc subcommittees must be smaller than a quorum of the Council, have a limited scope of study, and have no decision-making authority.
 - b. The ad hoc subcommittee meetings do not need to be publicly noticed, nor will agendas and minutes be necessary. Summaries and recommendations of ad hoc subcommittee work will be reported to the full City Council in the Status Report on a regular basis.
2. The Council may establish Standing Committees to process work.
 - a. Standing committees have regular scheduled meetings, limited scope of responsibilities, and limited authority.
 - b. Standing committee agendas and minutes will be provided, with the exception of the Agenda Committee. Public Comment will be at the discretion of the committee chair and included on the agenda if directed by the chair.
3. The City Council will receive a copy of the list of standing committees and ad hoc committees in January of each year. The committee list and appointments will be made public on the City's website.

Section 17: Suspension or Amendment of Rules of Order

1. These Rules of Order may be suspended or amended by a majority vote of all elected members, provided that any amendments shall be presented in writing at the preceding regular meeting and placed on the subsequent agenda under the order of Motions and General Business.

Adopted this _____ day of January, 2024.

Kim Beise, City Council President

ATTEST:

Teri L. Swanson, City Clerk

(Seal)

Presented to the Mayor at _____ m. on this _____ day of January, 2024.

Approved this _____ day of January, 2024.

Michael Wilson, Mayor

RESOLUTION NO. 7837

A Resolution Adopting Rules of Order and Procedures for the City Council in Accordance with the City Charter, Section 5.04

BE IT RESOLVED by the City Council of the City of Red Wing, Minnesota, as follows:

In accordance with the Charter of the City of Red Wing, Section 5.04, the following are hereby adopted as the 2023 rules of order and procedures for the City Council:

1. On the first Tuesday after the first Monday of January following a City General Election, the City Council shall hold an organizational meeting to swear in newly-elected officials, and elect officers, adopt the rules of order, adopt the designation of depositories for City funds, adopt the designation of the official newspaper, and conduct any other business as deemed appropriate.

The City Council shall elect officers, adopt the rules of order, adopt the designation of depositories for City funds, and adopt the designation of the official newspaper at the first regular City Council meeting on election years.

2. The Council shall elect a Council President, Council Vice President, and Council President Pro Tem. Each officer will serve a one-year term. There will be a term limit for the office of Council President of four consecutive years. The Council President serves as the leader of the Council by running all Council meetings, making appointments of Council liaisons to boards, commissions, and other miscellaneous roles. This supersedes Resolution No. 7799.
3. The rules of parliamentary procedure comprised in Robert's Rules of Order, newest revision, shall govern the Council in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, Ordinances of the City, or laws of the State of Minnesota. The City Attorney or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary Law.
4. The Council shall meet in regular session on the second and fourth Mondays of each month at 6:00 p.m. unless the Council shall direct otherwise. The Council shall meet in special session upon the call of the Mayor, Council President, or three Council Members. When establishing a Special Meeting date, Council members will be informed of the subject and asked whether Public Comment should be added to the agenda, and the Public Notice shall reflect the majority opinion. All meetings shall be held in City Hall unless otherwise directed and properly noticed. All meetings in which action is taken shall be televised or the audio recorded. The Council Administrator shall notify the press and post public notice of the time and purpose of the meeting. Notice of meetings and the manner in which they are conducted shall comply with requirements of the City Charter, City Code, and Minnesota Open Meeting Law.
5. All reports, visitations, communications, ordinances, resolutions, or other matters to come before the Council shall be reported to the Council Administrator at least by noon of the Thursday prior to each regular meeting. The Council Administrator shall include all

appropriate items on the agenda according to the order of business.

Unless the Council otherwise directs, at least 72 hours prior to the meeting the Council Administrator shall furnish a copy of the regular meeting agenda and all supporting materials to each Council Member. The Council Administrator shall also furnish the meeting agenda and appropriate supporting materials to the press and City staff. Failure to accomplish any of these tasks shall not invalidate the meeting.

The Council Administrator shall maintain a copy of agenda supporting materials and make the same available for public inspection. All items required to be posted for public notice shall be so done on a notice board located in City Hall.

- a. In the case of routine claims that allow for early payment discounts, travel advances and reimbursements, and payroll-related claims, the Council Administrator, Administrative Business Director, and Mayor are authorized to pay such claims as they become due and without specific approval of the Council, provided they are contained in the next regular listing of all claims.
- b. The Council Administrator shall be authorized to make payments for goods and services delivered or performed as per contract conditions prior to Council meetings at his/her discretion and upon approval, as appropriate, by the various affected department heads. All such payments shall be listed at the next regular Council meeting with the listing of bills.
- c. Public Comment and active involvement of citizens in government is encouraged. The City Council will dedicate time during each regular meeting to hear from citizens on matters that are on the agenda and matters that are not on the agenda. The Council rules for public comment during special meetings and workshops are described in sections 4 and 25.
- d. The order of business for all regular Council meetings shall be as follows, unless the Council directs otherwise:
 1. Call to Order
 2. Pledge of Allegiance
 3. Statement of Intent
 4. Excusal of Members
 5. Approval of Agenda
 6. Proclamations and Recognitions
 7. Public Comment and Presentations
 8. Board and Commission Communication
 9. Consent Agenda
 10. Motions and General Business
 11. Communication Items
 12. Adjournment

Council President, in consultation with the Mayor, Council Vice President, and City Council Administrator shall establish the City Council Agenda for regular and special meetings at the Council Agenda Committee meeting. The Council Agenda Committee are public meetings and will be noticed as an open meeting.

Items that the Council Agenda Committee believes to be of a non-controversial matter shall be placed on the Consent Agenda. Any member of the Council may pull an item from the Consent Agenda and the Council shall then consider that item in its proper order of business.

The presiding officer may vary the order of business or business items to facilitate special orders or the efficient use of meeting time. The Council shall not amend the agenda once the agenda is approved.

Public hearings, bid openings, or other matters with a designated time shall be Special Orders. Any business under consideration at the time noted for a Special Order (other than a Special Order already under consideration) shall be laid on the table for the duration of the Special Order and the Special Order brought up for immediate consideration

Following a closed session, the City Council shall publicly pass a motion to go into open session.

6. The President, or, in his/her absence, the Vice President, or, in both their absences, the President Pro Tem, shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The names of those present, absent, and excused shall be recorded as well as arrival and departure time for the members arriving late or leaving early.
7. The presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a Council Member by reason of acting as presiding officer.
8. The presiding officer shall preserve order and decorum and decide all questions of order, subject to appeal to the Council. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the Council. Every person desiring to speak shall first be recognized by the presiding officer and shall avoid personalities and inappropriate language. Any person can be removed from the meeting for failure to comply with a ruling of the chair or for a violation of these rules. The Police Chief or his designee shall function as Sergeant-at-Arms to assist the presiding officer in enforcing this rule.
 - a. Members and those speaking to the Council shall keep their comments as brief and to the point as possible. No person may speak twice on an item of business until all members have first had the opportunity to speak once.

- b. The presiding officer may prescribe additional rules of procedure for public hearings so as to preserve decorum and the efficient presentation of citizens' concerns.
 - c. After a mandatory public hearing has been held at the Advisory Planning Commission, individuals will have the opportunity to present comments on the Advisory Planning Commission's recommendations at a City Council meeting. The purpose of allowing comments is to provide the applicant and the public the opportunity to directly address the Council on the matter. The comment period cannot be used for the presentation of new information as all relevant information needs to be provided to the Advisory Planning Commission at the public hearing. If new information is presented to the City Council that was not considered at the public hearing of the Advisory Planning Commission, the Council may vote to send the matter back to the Advisory Planning Commission. All comments will be kept to the customary three-minute limit.
- 9. In keeping with the intent of the Minnesota Open Meeting Law, the Mayor and City Council members shall not use any form of electronic communication technology, such as text messaging or e-mail, to communicate with one another during public meetings. Nor will elected leaders correspond with third parties during a public meeting on matters on the agenda or of public interest. Council members who receive electronic communication regarding such, shall disclose the information shared with the public at the meeting. Text or email communications with staff during the meeting is permitted in order to address technology or meeting process items.
- 10. A quorum shall consist of at least a majority of all members of the Council, although a majority of any members present may send for and require the attendance of those absent unless excused, or adjourn or recess to any time previous to the next regular session. No member or officer shall absent himself/herself from any session unless excused by the Council.
- 11. When a question is put forward each Council Member present shall vote aye, nay, or present unless, prior to voting, a Council Member, for special reasons (e.g., conflict of interest) that must be recorded in the minutes, is excused from voting. When a Council Member votes "present", the member is presumed to be abstaining and the vote will be recorded as such. A "present" vote will not be counted when determining a majority vote.
- 12. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the Council shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for Council consideration.
- 13. The Mayor, Council Members, and staff shall occupy their respective seats in the Chambers while the Council is in session. The Council President on or before the first regular meeting of the year shall make all seating assignments.

14. The Council President shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source may be made if requested by the President and/or members of the body. The Council may discuss or debate the issue prior to the motion being made. Once a motion is made, a second is necessary prior to additional discussion. The President will ask for action once the discussion is over or if a Council member calls the question. If a Council Member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.
 - a. The presiding officer may recess the Council without a motion at any time he/she deems appropriate and shall state the length of time and the reason for the action.
15. If any question contains two or more divisional propositions, the presiding officer may, and upon the request of a member, shall divide the same.
16. The vote on all ordinances or resolutions shall be by roll call vote. The vote on all other matters shall be by acclamation. Upon the demand of any member, before the negative has been put, a roll call vote shall be taken on any matter before the Council. If after a vote by acclamation it appears that the vote was not unanimous, a division of the house shall immediately be taken, and the individual votes of each member recorded.
17. After the decision on any question, any member who voted with the majority may move to reconsider any action at the same or the next succeeding meeting provided, however, that a resolution authorizing or relating to any contract may only be reconsidered before the final execution thereof. When notice of intention to move reconsideration shall be given by a member (a motion to reconsider and enter on the minutes), no action shall be taken to bind or commit the City until the next meeting, provided that four members may vote to declare an urgency, in which case the matter shall not be delayed unless then and there reconsidered.
18. The City Council shall take action by Resolution if required by law, agencies of the state, and/or City Charter. Generally speaking, the City Council shall take action in the form of a simple motion if a Resolution is not required.
19. All proposed ordinances shall be introduced in written form and need not be read. Resolutions introduced in written form need not be read. Any resolution not introduced in writing shall immediately be reduced to writing and a copy furnished to each member of the Council unless waived by unanimous consent.
 - a. After introduction, any proposed ordinance or resolution may be referred by the presiding officer without objection to any regular or special committee of the Council or, when appropriate, a City board or commission.

b. Amendments may be adopted at any time and shall be in writing except for minor amendments which may be made orally and duly noted by the City Clerk. The text of amendments need not be recorded in the minutes but, if not recorded, shall be preserved along with the original proposed ordinance or resolution as introduced.

20. It shall be the responsibility of the Council Administrator, with the assistance of the City Attorney, to review all proposed ordinances and resolutions to assure that each is properly drafted. Each proposed ordinance and resolution shall have a title clearly stating its subject and purpose. When a proposed ordinance amends or repeals existing ordinances, the title shall refer to the section, subdivision, paragraph, subparagraph, and clause affected. Proposed ordinances shall contain the full text of the section, subdivision, paragraph, subparagraph, or clause as amended.

If a proposed ordinance provides for a new section to the City Code and is not an amendment of existing portions of the City Code, the sections, subdivisions, paragraphs, etc. shall be arranged, subdivided, and numbered in like manner as the existing City Code, provided that proposed ordinances which relate only to a single purpose, act, or event (such as franchises or annexations), shall remain uncoded and noted in Chapter 25 of the City Code.

At any time before or after adoption, the Council Administrator is authorized to correct obvious mistakes in spelling, grammar, punctuation, and typographical errors. In addition, the Council Administrator may change obvious mistakes in the codification of any ordinance at any time prior to publication so as to provide that all ordinances are arranged, subdivided, and numbered in like manner as the existing City Code.

After the adoption of any ordinances or resolutions, the City Clerk shall cause the engrossment into it of any amendments properly adopted prior to adopting and prepare an accurate enrolled copy for signatures by the presiding officer of the Council and the City Clerk. The City Clerk shall thereafter cause the enrolled copy to be presented to the Mayor as required by the Charter. Ordinances shall be kept in a permanent file in numerical order as adopted with proof of publication attached. Resolutions shall likewise be numbered and maintained within a separate book.

An enrolled ordinance shall be labeled "Ordinance No. Fourth Series". An enrolled resolution shall be labeled "Resolution No. ____". In all other respects, the ordinance or resolution shall be identical to the proposed ordinance or resolution as adopted by the Council subject to the correction of obvious mistakes as provided for in this rule.

21. In accordance with Charter provisions, the Mayor has the right to veto any ordinance or resolution. Except for emergency ordinances, the veto must occur within 96 hours, not including Saturdays, Sundays, or holidays, of receipt of the ordinance or resolution and shall be returned to the City Clerk with a written objection message. The Council shall be presented with the ordinance or resolution and the written veto objection at the next regular Council meeting or at a special meeting called by the Mayor, the President of the Council, or any three members of the Council. When the vote is taken

on the veto override, it shall be by roll call and the question shall be "Shall the veto be overruled and the ordinance/resolution repassed?" If the ordinance or resolution receives the affirmative vote of two-thirds of all members, it shall be deemed adopted without the Mayor's approval and, in the case of ordinances, published as other ordinances.

22. Subject to the City Council's approval, City boards and commissions may adopt their own rules of procedure adopted annually for use at their regular meetings. In the event boards or commissions have not adopted rules of procedure, they will follow the City Council rules (5.d. above), insofar as practical. The establishment of rules of procedure is not intended to curtail the authority of any board or commission in the programming of any operation; rules of procedure are intended to create a foundation under which a public board will conduct business.
23. Board and commission staff liaisons shall cause minutes of the meetings to be kept and in all cases minutes, including those of related City entities, shall be promptly filed with the City Clerk. Minutes shall provide a general background on the topic; a summary of the discussion, specific action being considered and the tally of the vote. The Council Administrator shall ensure the meetings are appropriately staffed. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements. Quorums shall be a majority of the appointed commission or board members.
24. The City Council may meet in a workshop session as an alternative to a regular or special meeting when no action is requested. Generally, the subject of the workshop is on one topic, or a joint meeting with another public entity, or, in some cases a forum for exchange of ideas. In all cases, topics discussed at workshops will advance to a formal City Council meeting if action is being considered. The workshop format is generally more informal. Workshops can be held at alternative sites. In all cases, workshops, including mobile workshops like the city tour, shall be audio recorded. Workshops require public notice and are open to the public.


When setting the date for the workshop, Council members will be asked whether public comments shall be included on the agenda. The public meeting notice will include information on whether public comments will be taken at the meeting. All comments must be pertinent to the workshop topic and will be taken at the end of the workshop. Citizens are encouraged to bring any public comments about workshops to a future City Council meeting regardless of whether public comment is taken at the workshop.

25. The Council may have Ad Hoc subcommittees to research and explore solutions to problems and/or brainstorm on projects. The Ad Hoc subcommittees must be smaller than a quorum of the Council, have a limited scope of study, and have no

decision-making authority. Meetings do not need to be publicly noticed, nor will agendas and minutes be necessary. Summaries and recommendations of Ad Hoc subcommittee work will be reported to the full City Council in the Status Report on a regular basis.

26. The Council may establish Standing Committees to process work. Standing Committees have regular scheduled meetings, limited scope of responsibilities, and limited authority. Agendas and minutes will be provided for standing Committees with the exception of the Agenda Committee. Public Comment will be at the discretion of the Committee chair and included on the agenda if directed by the chair.
27. The City Council will receive a copy of the List of Standing and Ad Hoc Committees in January of each year. The committee list and appointments will be made public on the City's web site.
28. These rules may be suspended or amended by a majority vote of all elected members, provided that any amendments shall be presented in writing at the preceding regular meeting and placed on the subsequent agenda under the order of Motions and General Business.

Adopted this 3rd day of January, 2023.



Council President

ATTEST:



Teri L. Swanson, City Clerk

(Seal)

Presented to the Mayor at 6 P m. on this 3 day of January, 2023.

Approved this 3 day of January, 2023.



Michael Wilson, Mayor