

ST. STEPHEN CITY CODE
CHAPTER 2: OPERATIONS, ADMINISTRATION & ORGANIZATION

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ORDINANCE 21 COUNCIL MEETINGS AND OPERATIONS

Section 21.01: MEETINGS.

Subd. 1: Regular Meetings. Regular meetings of the Council shall be held on the first Wednesday of each calendar month at 6:30 p.m. Any regular meeting falling upon a holiday shall be held on the next following Wednesday at the same time and place. All meetings, including special and adjourned meetings, shall be held in the City Hall unless the Council decides otherwise at a prior meeting, or meeting in the City Hall is impossible

Subd. 2: Special Meetings. The Mayor or any two members of the Council may call a special meeting of the Council upon at least 24 hours written notice to each member of the Council. This notice shall be delivered personally to each member or shall be left at the member's usual place of residence with some responsible person. Notice to the public shall be given in accordance with the Minnesota Open Meeting Law.

Subd. 3: Initial Meeting. At the first regular Council meeting in January of each year the Council shall:

- a) Designate the depositories of City funds;
- b) Designate the official newspaper;
- c) Choose one of the Council members as acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, in case of a vacancy in the office of the Mayor, until a successor has been appointed and qualifies;
- d) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary;
- e) Establish and appoint Council members to such Council committees as are deemed appropriate for the efficient and orderly management of the City.

Subd. 4: Public Meetings. All Council meetings, including special and adjourned meetings of Council committees, shall be conducted in accordance with the Minnesota Open Meeting Law.

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Section 21.02: PRESIDING OFFICER.

Subd. 1: Who Presides. The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the acting mayor shall preside. In the absence of both, the clerk shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their number to act temporarily as presiding officer.

Subd. 2: Procedure. The presiding officer shall preserve order, enforce the roles of procedure herein prescribed and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order.

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

Section 21.03: MINUTES.

Subd. 1: Who Keeps. Minutes of each Council meeting shall be kept by the Clerk or in the Clerk's absence the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the Clerk and can be accurately identified from the description given in the minutes.

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

Section 21.04: ORDER OF BUSINESS.

Subd. 1: Order Established. Each meeting of the Council shall convene at the time and place appointed therefore. Council business shall be conducted in the following order unless varied by the presiding officer:

- a) Call to order
- b) Approval of agenda
- c) Reading of bills

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- d) Reading of receipts
- e) Treasurer's report
- f) Public hearings
- g) Petitions, requests, and communications
- h) Reports of boards and committees
- i) Unfinished business
- j) New business
- k) Miscellaneous announcements
- l) Adjournment

Subd. 2: Petitions and Agenda. Petitions and other papers addressed to the Council shall be read by the clerk upon presentation of the same to the Council. All persons desiring to present new business before the Council shall inform the clerk thereof at least 50 hours before said new business is to be heard. The clerk may prepare an agenda of said new business for submission to the Council on or before the time of the next regular meeting.

Section 21.05: VOTING. The votes of the members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be ordered on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. If any member is present but does not vote, the minutes, as to his names, shall be marked "Present-Not Voting."

Section 21.06: ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS, AND COMMUNICATIONS.

Subd. 1: Signing and Publication. Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the Clerk, and the date of publication of every ordinance shall be filed with the ordinance.

Subd. 2: Repeals and Amendments. Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

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Section 21.07: SALARY. The Council shall, by resolution, establish a reasonable salary for the Mayor and Council members.

Section 21.08: SUSPENSION OR AMENDMENT OF RULES. The rules may be suspended only by a two-thirds vote of the members present and voting.