

**CHAPTER II**  
**CITY COUNCIL**

**Section 200 - Elections; Salaries**

200.01 Municipal Elections. Subd. 1. As provided in Minnesota Statutes. Section 205.07, the regular City election shall be held on the first Tuesday after the first Monday in November in every even-numbered year.

Subd. 2 Term of Office. The terms of elective officers shall commence on the first business day of January following the election at which the officer is chosen. The Mayor's term will be a two (2) year term and the Councilmember term will be a four (4) year term. All officers chosen and qualified as such shall hold office until their successors qualify.

200.03 Salaries. The meeting allowance for both the Mayor and City Council will be set at the first meeting in January of each year in the fee schedule.

**Section 205 - Meetings**

205.01 Meetings. Subd 1. Regular Meetings. Regular meetings of the City Council shall be held on the first and third Monday of each calendar month at 7:00 p.m. If the regular meeting on the third Monday of each calendar month is not needed, this meeting may be canceled at the Mayor and City Council discretion. Any regular meeting that falls on a Holiday shall be held on the immediately following Tuesday, unless changed by a majority vote of the Council at the regular meeting the preceding month. All meetings, including special and adjourned meetings, shall be held at the Rice City Hall.

Subd. 2 Special Meetings. The Mayor or any two members of the City Council may call a Special Meeting of the City Council upon at least 24 hours written notice to each member or shall be left at his usual place of residence with some responsible person. Similar notice shall be posted at the City Hall and two other posting places in the City.

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

- (1) Designate the depositories of city funds;
- (2) Designate the official newspaper;
- (3) 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 ease of vacancy in the office of Mayor, until a successor has been appointed and qualifies;
- (4) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.

Subd. 4 Public Meetings. All Council meetings, including special and adjourned meetings and meetings of Council committees, shall be open to the Public.

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

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

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

Subd. 4 Rights of Presiding Officer. The presiding officer may make motions, second motions, or speak on any question except that on demand of any Council member, he shall vacate the chair and designate a Council member to preside temporarily.

205.05 Minutes. Subd 1. Who Keeps. Minutes of each Council meeting shall be kept by the City Clerk or, in his absence, by the deputy clerk. In the absence of both, 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 signed by the Clerk. At the next regular Council meeting, the Clerk shall supply the Council with a copy of said minutes. 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.

205.07 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:

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes.
- (4) Public Hearings.
- (5) Petitions, requests, and communications.
- (6) Ordinances and resolutions.

- (7) Report of officers, boards, and committees.
- (8) Unfinished business.
- (9) New Business.
- (10) Miscellaneous.
- (11) Adjournment.

Subd. 2 Varying Order. The order may be varied by the presiding officer; but all public hearings shall be held at the time specified in the notice of the hearing.

Subd. 3 Agenda. An agenda of business for each regular Council meeting shall be prepared and filed in the office of the City Clerk not later than two days before the meeting. The agenda shall be prepared in accordance with the order of business and copies thereof shall be delivered to each Council member and to the newspaper, if need be, with copies available to the public at the Clerk's office as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved in addition to the agenda by a unanimous vote of the Council members present.

205.09 Quorum and Voting. Subd 1. Quorum. At all Council meetings a majority of all the Council members elected shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time.

Subd. 2 Voting. The votes of the members on any questions 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 recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. If any member is present but does not vote, the minutes, as to his name, shall be marked "Present - Not Voting."

Subd. 3 Votes Required. A majority vote of all members of the Council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

205.11 Ordinances, Resolutions, Motions, Petitions, and Communications. Subd. 1. Readings. Every ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the Council requests such a reading.

Subd. 2 Signing and Publication Proof. Every ordinance and resolution, passed by the Council shall be signed by the Mayor, attested by the Clerk, and filed by the Clerk in the ordinance or resolution book. Proof of publication of every ordinance or summary thereof shall be attached and filed with the ordinance.

Subd. 3 Motions, Petition, Communications. Every motion shall be stated in full before it is submitted to a vote by the presiding officer and shall be recorded in the minutes. Every petition or other communication addressed to the Council shall be in writing and shall be read in full upon presentation to the Council unless the Council dispenses with the reading. Each petition or other communication shall be

recorded in the minutes by title and filed with the minutes in the office of the Clerk.

205.13 Committees. Subd 1. The Council may create such committees, standing or special, as it deems necessary. Committees shall consist of as many members, and perform such duties, as the Council may require.

Subd. 2 Membership. The Chairman of each committee shall be chosen by the committee members. Each committee member shall serve as appointed unless excused by a majority of the members of the Council. If the committee does not provide otherwise, committee meetings shall be at the call of the chairman. The same notice shall be given of committee meetings as for special meetings of the Council except that personal notice need not be given each member if the committee so decides.

Subd. 3 Referral and Reports. Any matter before the Council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee appointed by him for a written report and recommendation before it is considered by the Council as a whole. Each committee report shall be signed by a majority of the members and shall be filed with the Clerk prior to the Council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.