

CHAPTER 1
CITY OF MAPLE LAKE

**ORDINANCE REGULATING COUNCIL MEETINGS,
PROCEDURE, COMMITTEES AND CORPORATE SEAL**

1.01 REGULAR MEETINGS

The regular meetings of the City Council shall be held on the first and third Tuesday of each month at 7:00 p.m. at the City Hall.

1.02 SPECIAL MEETINGS

The mayor or any other two members of the council may call a special meeting by filing a written statement with the clerk containing, as a minimum, the following: the names and positions of the individual or individuals calling the meeting; the time and place of the special meeting; and a request asking the clerk to give the council members proper notice. The clerk must notify all council members, either by phone or writing as soon as possible after the meeting time is set. Written notice must be posted of the date, time, place, and purpose of a special meeting on the three designated bulletin boards in the city, and a copy of the notice must be mailed or delivered to each person who has filed a written request with the city for notice of special meetings, at least three days before the meeting except in the case of an emergency. As an alternative to mailing the notice, the city may publish the notice once, at least three days before the meeting, in its official newspaper.

1.03 EMERGENCY MEETINGS

An emergency meeting is a special meeting the council calls because of circumstances that, in the judgment of the council, require immediate council consideration. The procedure for notifying council members is the same as for special meetings. The council must make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice. Notice must be by telephone or by any other method used to notify the council members. The notice must include the subject of the meeting. A published or posted notice is not necessary.

1.04 MEETING PROCEDURES

The mayor or, in the mayor's absence, the acting mayor, shall preside and determine the order of business. There must be three members present to transact city business.

1.05 COMMITTEE APPOINTMENTS

The mayor shall, at the first regular meeting of the council in each year, appoint the committees necessary to advise on the business of the coming year.

1.06 DESIGNATED POSTING PLACES

Posted notice of city business will be made conspicuously at the following three designated public places:

- Outside bulletin board at Maple Lake City Hall;
- Window to west of inside lobby door, facing out to outside lobby at Maple Lake Post Office.
- Bulletin board at the Security State Bank of Maple Lake.

1.07 **CORPORATE SEAL**

The clerk is authorized and directed to procure, and use when proper, a corporate seal.