

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 6:00 p.m. at Maple Lake City Hall.

1.02 SPECIAL MEETINGS

Because the city is a statutory city under Minnesota law, special meetings may be called pursuant to Minnesota Statutes, section 412.191, subdivision 2, as it may be amended, and notice of said special meetings will be provided in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, chapter 13D, as it may be amended.

1.03 EMERGENCY MEETINGS

An emergency meeting is a special meeting called by the council due to circumstances that, in its judgment, require immediate council consideration. The procedure for notifying council members of an emergency meeting is the same as that for a special meeting. The council must make a good faith effort to provide notice of the emergency meeting to all media that have filed a written request for notice. Notice must be by telephone or by any other method used to notify 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 over meetings. There must be at least a quorum present to transact city business.

1.05 COMMITTEE APPOINTMENTS

The mayor shall, at the first regular meeting of the city council in each year, appoint the committees necessary to advise on the business of the coming year, and said appointments are subject to city council approval.

1.06 PRINCIPAL BULLETIN BOARD

Minnesota law provides that special meeting notices must be posted on the city's principal bulletin board, which is located in the vestibule at Maple Lake City Hall.

1.07 CORPORATE SEAL

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

Amendment History of this Section

Amended April 4, 2023, (Ordinance 2023-03). Effective Date: April 13, 2023. Replaced in its entirety.