

**City of Maple Lake, Minnesota**  
**Policy for Conducting Regular City Council Meetings**

**Purpose**

City council meetings are an integral part of the function of municipal governments. Meetings must be organized ahead of time and structured to ensure that (i) every item on the meeting agenda is given proper review and attention; and (ii) city council, staff, and consultants, as necessary, are duly prepared to discuss agenda items. The City Council of the City of Maple Lake desires to establish this policy to aid the city council and staff in organizing and managing regular meetings and their respective agendas.

**Policy**

Each regular meeting of the city council will convene at the time and place appointed for the meeting. The standard order of business for regular meetings shall be the following:

1. Call to order/Pledge of Allegiance/Roll Call
2. Agenda Approval
3. Open Forum
4. Consent Agenda
5. Department Reports
6. New Business
7. Old/Other Business
8. Dates to Remember
9. Adjourn.

**Agenda**

An agenda will be prepared for all regular council meetings by staff. Members of the public wishing to place an item on the agenda must do so by contacting City staff or council members, or by speaking during the public comment period. No member of the general public may add any items directly to the agenda. Any staff department head, the presiding officer, or two council members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following:

1. All requests from the presiding officer or from two council members to place an item on the posted agenda must be received by the city administrator by 4:30 p.m. 7 days prior to the next council meeting.

2. All requests to place an item on the posted agenda must be on the city's prescribed form, which is attached hereto as Exhibit A. The form shall be completed with the goal of clearly describing the subject matter to be considered by the city council and any action requested or required. Supporting information may be attached to the form as necessary.
3. All requests to place an item on the posted agenda must be reviewed by the city administrator, or their designee, prior to being included in the agenda.

The agenda for regular meetings, along with all related informational materials, will be provided to all city council members and city consultants at least four days prior to the meeting for which it was created.

A consent agenda may be used to improve the efficiency of meetings. The consent agenda allows the council to consider several items at one time. Only one motion is necessary to approve all items on the consent agenda. An item on the consent agenda may be removed from such agenda for full consideration by the council upon request made by any member of the council. Items removed from the consent agenda will be placed on the regular agenda for discussion and consideration.

When a special meeting is called pursuant to applicable law, the agenda for the special meeting must be included in the request for the meeting and in the publication of the notice of the meeting pursuant to M.S.A. § 13D.04, subd. 2. Nothing provide in this policy shall be interpreted to prohibit the city council from holding a special meeting when necessary, provided, however, that all statutory requirements related to special meetings shall be adhered to.

### **Presentation, Discussion, and Agenda Item Decisions**

The following is the order of business for presenting and discussing items on council agendas:

1. Introduction of item.
2. Report by staff or other presenter, as necessary.
3. Questions from council members to the presenter in a round robin manner.
  - The presiding officer will facilitate the round robin process by asking individual council members to state their question and then allowing for a response to each individual question. The presiding officer will then ask the next council member, in sequence, to state their question until all members have asked and received responses to any questions.
4. Receive questions/comments from the applicant/requesting party, if applicable, to the council and allow each council member to respond in the round robin process.

5. Allow questions from council members to the applicant/requesting party, if applicable, using the round robin process.
6. Discussion among councilmembers using the round robin process.
  - At the conclusion of the round robin process, the presiding officer calls for a motion or discussion among the council.
  - Discussion on any presentation shall be kept to a minimum.
  - This action is not an indication that the motion on the table is the motion that will be approved in its current form. It is purely for discussion purposes.
7. Action by the council on the motion.

### **Meeting Schedule**

Each meeting of the council will convene at the time and place appointed. Council business will be conducted in the order of the prepared agenda unless an alteration is approved by a majority of the council.

### **Public Participation at Council Meetings.**

Council meetings are the forum for the council to conduct the City's business. While council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a general forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the presiding officer during designated times. Members of the public may not engage in behavior through words or actions that may disrupt the proceedings of the council.

### **Public Comment**

A limited forum for members of the public to speak with the council is provided on each agenda. Public comments during the public comment period are subject to the following limitations:

1. Speakers must be recognized by the presiding officer before speaking and are limited to five minutes for comment.
2. When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.
3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of city business.
  - If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular council meeting or at a continued meeting.
4. Speakers will be asked to provide their name and address before speaking. Speakers should not use obscene, profane, insulting, or threatening language, nor conduct

themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.

5. Speakers are required to follow the direction of the presiding officer.
6. The council will generally not respond at the same meeting where an issue is initially raised by a member of the public.
  - Generally, the matter will be referred to staff for further research and possible report or action at a future council meeting.
  - If council responds, the council shall not interrupt or interact until all public comments on a particular subject matter are completed.

### **Public Hearings**

Public hearings are sometimes required by law to allow the public to offer input on council decisions. Unlike the public forum, public hearings allow the public to speak on a specific matter that is currently before the council. When public hearings are required by law, notice will be provided as required by state statute.

The order of business for all public hearings conducted by the council will be:

1. Opening comments by the presiding officer announcing the purpose of the public hearing.
2. The presiding officer opens the public hearing portion of the meeting.
3. Staff presentation, if any (i.e., administrator, department head, attorney, engineer, etc.).
4. Applicant presentation, if any.
5. Public comment (all individual comments limited to five-minute maximum).
6. The administrator shall make note of any submitted written testimony.
7. The presiding officer formally closes the public hearing portion of the meeting.

Speakers who wish to address the council at a public hearing must follow the same rules as contained herein for public comment periods.

Speakers may also provide written comments to the council before or at the meeting. Written comments will be noted and provided to the council and to anyone else as required by law. The council or staff will not interrupt, interact, or respond until all public comments are completed.

EXHIBIT A

# Council Agenda Request Form

**DATE SUBMITTED:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**ISSUE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JUSTIFICATION:** \_\_\_\_\_

\_\_\_\_\_

**FINANCIAL IMPACT:** \_\_\_\_\_

**ACTION REQUESTED:** \_\_\_\_\_

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**EXPLANATION OF ATTACHMENTS, IF ANY:** \_\_\_\_\_

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