

Chapter 2.01

Council Meetings

Section 1. Regular Meetings. The regular meetings of the City Council of the City of Howard Lake shall be held on the third Tuesday of each month at 7:00 PM. Unless otherwise posted, all meetings of the City Council shall be held in the Council Chambers located at 625 8th Avenue, Howard Lake, Minnesota 55349.

Section 2. Agenda.

Subdivision 1. Matters for Consideration. Matters for Council action shall be submitted by members of the Council and residents to the City Administrator by noon on the Thursday prior to the scheduled meeting.

Subdivision 2. Preparation. An agenda of business for each regular meeting shall be prepared in the Office of the City Administrator and delivered to each Council member as far in advance of the meetings as time for preparation will permit.

Subdivision 3. Order of Business at Regular Meetings. At the hour appointed for the regular meetings of the City Council, the meetings shall be called to order by the Mayor and in the Mayor's absence, by the Vice Mayor. If a quorum is present, the City Council shall then proceed with its business in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Citizen Input
5. Council/Committee Reports
6. Department Records
7. Consent Agenda
8. Presentations, Public Hearings, & Related Approvals
9. New Business
10. Old Business
11. Administrators Report
12. Adjournment

Subdivision 4. Varying Order of Business. The order of business may be varied by the presiding officer.

Subdivision 5. Items not on the Agenda. The Council may consider items not appearing on the agenda as normal business if an objection is not raised by a council member. If an objection is raised by a council member to considering an item not appearing on the agenda, a vote shall be taken by the Council to determine the appropriateness of further consideration of the matter at that time.

Subdivision 6. Public Participation. Members of the public may address the City Council during:

- a. Citizen Input. This portion of the meeting shall be limited to fifteen minutes and individuals shall be requested to limit their comments to four minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted then discussion on that issue shall be continued under Other Business at the end of the agenda.
- b. Public Hearings. This portion of the meeting shall follow the procedures outlined in the City's "Public Hearing Process and Procedures" policy.

Subdivision 7. Written Communications on All Matters. All interested parties or their authorized representatives may address the Council by written communication regarding all matters under the Council's consideration. The City Administrator shall place these communications on the Council agenda under "Citizen Input or Presentations, Public Hearings, and Related Approvals."

Subdivision 8. Minutes. Minutes of each Council meeting shall be kept by the City Clerk. At the next regular Council meeting, approval of the previous meeting 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 3. Workshops. The Council shall hold a workshop following each regular meeting of the City Council for discussion of agenda items, unless there are no agenda items to be discussed.

Subdivision 1. General. Workshop meetings of the City Council may be held at the call of the Mayor, who shall serve as the presiding officer at the workshop meetings. No official Council action shall be taken at workshop meetings.

Subdivision 2. Rules of Procedure and Decorum. The rules of Procedure and Decorum of the City Council shall be observed in workshops so far as they are applicable.

Section 4. Special Meetings. The mayor, or at his refusal, any three members of the Council, may call a special meetings by notice to each member, to be delivered personally or left at their usual place of residence. Written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting in accordance with M.S. Section 471.705.

Section 5. All Meetings Public. All Council meetings, including special and adjourned meetings, shall be open to the public and conducted in accordance with Minnesota Open Meeting Law, M.S. Section 471.705.

Section 6. No Meeting During Precinct Caucus. No Council meeting shall be conducted before 6:00 PM on the day of a political party precinct caucus, nor before 8:00 PM on any election day in the City.