

Effective Date: 1/24/2022
Original Policy Date: 11/29/2013
Submitted By: Dana Hardie
Reviewed By: City Council

PURPOSE

The purpose of this policy is to establish a set of rules to govern the conduct of city council meetings. These “rules of procedure” were adopted to provide for a systematic and consistent way to conduct business and provide for participation of the City Council and residents.

POLICY

The City Council welcomes the public to attend all council meetings. The City Council meets two times per month (2nd and 4th Mondays unless otherwise noted) in the council chambers at City Hall, 1670 Stieger Lake Lane. Meetings of the City Council are live-streamed and recorded and available for streaming on-demand online. Regular meetings of the City Council start at 6:30 p.m. (unless otherwise noticed) and are open to the public. Council workshops and special meetings are scheduled as needed and the starting time will be noticed. Workshops generally are held immediately preceding a regular meeting of the City Council.

Council agendas are published before Council meetings on the [City's website](#). Copies of the agenda are also available at the entrance of the council chambers on the day of the meeting. Questions about the agenda or requests to speak during Open Forum should be directed to the City Clerk.

Council receives background information related to the agenda prior to each meeting and have prepared themselves for the decision-making process. In some cases, Council may have also discussed agenda items in-depth at previous workshops. Background information Council receives includes but is not limited to: staff reports; supplemental reports or documents; correspondence; submittals by petitioners and other interested parties and related Council or Commission meeting reports; minutes or supporting materials.

The Mayor or in the Mayor's absence, the Mayor Pro Tem shall preside at all meetings of the Council and shall have the power to preserve order and decorum at meetings and enforce the City Council meeting procedures.

Council Meetings have a mandatory adjournment of 11 p.m. A supermajority vote of the Council can supersede this requirement.

In accordance with Minnesota Statutes §13D.05, the City Council may adjourn into CLOSED SESSION to discuss non-public information, the city manager's performance review and/or attorney-client privileged information.

PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all inclusive:

A. Order of Business.

To keep meetings moving smoothly, the council follows an “Order of Business.” The schedule for regular council meetings is shown on the AGENDA. An agenda is a list of business items to be considered at a meeting. The Order of Business for the City of Victoria follows:

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

2. **ANNOUNCEMENTS & PROCLAMATIONS**

3. **ADOPT THE FINAL AGENDA**

4. **OPEN FORUM.** The City Council offers members of the public (including residents, governmental agencies and representatives, non-profit organizations, and businesses) the opportunity to comment on items of public interest. This portion of the agenda is reserved for issues that are not included on an agenda or are not in the application process at City Hall. The Council sets aside 10 minutes for public comment at each regular meeting of the City Council. No Council action should be expected during OPEN FORUM as the Council needs to thoroughly study all proposals or requests not of a routine nature. Comments are to be limited to no more than 5 minutes per individual. Anyone wishing to speak should contact the City Clerk at 952-443-4229 by Noon of the meeting date with your name, phone number, and subject matter. If time permits, after scheduled speakers are finished, the Mayor will open the floor to unscheduled speakers. The City Clerk will complete a “Request to Speak” form for scheduled speakers; all other members of the public are asked to complete a “Request to Speak” form prior to the meeting and hand the form to the City Manager or Mayor (Exhibit A of this policy)

5. **CONSENT AGENDA.** The City Council uses a CONSENT AGENDA procedure for routine, administrative, non-controversial items needing little or no deliberation or “housekeeping” items required by law. Those items are identified on the agenda and are approved as a block with one vote unless a council member, City staff, or member of the public requests that an item be considered separately. As part of this policy, the Council has adopted CONSENT AGENDA guidelines (Exhibit B of this policy).

6. **REGULAR AGENDA.** The REGULAR AGENDA consists of items requiring individual consideration by the Council; for example, discussion of individual development issues that have a significant number of community or neighborhood concerns.

The REGULAR AGENDA is also where the Council would hold any Public Hearings. If an item is on an agenda, public comment on that item must take place during a Public Hearing, which can be held by the Council or a City advisory commission and provides the opportunity for any resident to fully present his or her position on an issue.

7. **REPORTS/EMERGING ISSUES.** This section is reserved for reports of the City Attorney, City Manager/staff, the Mayor, and Council Members. This includes committee reports or updates. It is also an opportunity for Council or staff to discuss an emerging issue not on the CONSENT or REGULAR AGENDA and not planned as a future agenda item. Generally, discussion will focus on whether Council will direct staff to spend time and/or resources on a particular item to bring back for future Council consideration. The City Manager, City Attorney or any member of the Council may bring forward an emerging item for inclusion on the Agenda; however, staff will not spend time preparing a staff report or

research. The individual requesting the emerging item be discussed shall submit the item to the City Manager for inclusion on the Agenda no later than Wednesday prior to the Monday meeting. The submission must include a brief description (prepared by the individual making the request) of what Council is being asked to provide direction on.

8. ADJOURNMENT

B. City Council Workshops.

At times, Council may schedule a workshop which is generally held immediately preceding the Regular Council Meeting. All members of the public are welcome to attend the workshops. Workshops provide an opportunity for staff to present updates on City policies, plans for the future, and other presentations that keep Council informed of the activities around the City. Workshops offer an informal setting for the exchange of ideas and discussion of issues. It also is an opportunity for staff to obtain Council direction when needed.

C. Council Voting.

The City of Victoria is a Statutory Plan B city with a mayor and four (4) council members all with voting authority. At a minimum, three (3) members of the Council must be present to constitute a quorum for official business to be conducted. Ordinances, resolutions, and motions of the Council are adopted by a simple majority of the Council Members present, unless a 4/5 vote of the entire Council is required by law. The most common items requiring a 4/5 vote are:

- Adoption or amendment of zoning ordinances that change existing zoning from residential to commercial or industrial.
- Adoption or amendment of Comprehensive Plans.
- Street improvement projects that will be paid for with special assessments.
- Summary publications of ordinances.

D. Ordinances.

Before Council can consider a new or amended ordinance, state statutes require the City to publish the draft ordinance on the City's website at least ten (10) days prior to the date Council will consider the ordinance.

After adoption, the publication of an ordinance, or summary of the ordinance, is required to be published in the official newspaper (The Chanhassen Villager).

E. Public Comment.

The City Council will consider comments from residents, businesses, staff, committees, and commissions and the interest of the general public before arriving at a decision. The public is asked to fill out a "Request to Speak" form (Exhibit A of this policy). The final responsibility for making the decision rests with the City Council. The City Council shall attempt to base its decisions on the premise of protecting the overall general health, welfare, and safety of the public.

F. Addressing the City Council.

The City Council welcomes resident participation and input. Individuals wishing to address the Council are asked to fill out a "Request to Speak Form" (Exhibit A of this policy) and submit it to the Mayor or the City Manager prior to the meeting. When the item is announced, the individual wishing to speak should go to the podium, wait to be acknowledged by the Mayor and then state his/her name and address for the record.

- Individuals shall limit their comments to five minutes.
- Individuals should address only the subject item being discussed.
- Individuals may not allocate their speaking time to others.
- The mayor may limit the number of speakers addressing the same topic.
- The mayor may allow a speaker additional time to speak on complex issues.

Members of the audience at a City Council meeting shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, whistling, stamping of feet applauding, or other acts which disturb, disrupt, or otherwise impede the orderly conduct of any City Council meeting.

Additional opportunities for public participation at Council meetings follow:

OPEN FORUM. The City Council offers members of the public (including residents, governmental agencies and representatives, non-profit organizations, and businesses) the opportunity to comment on items of public interest. This portion of the agenda is reserved for issues that are not included on an agenda or are not in the application process at City Hall. Anyone wanting to address the council in Open Forum are asked to fill out the "Request to Speak" form (Exhibit A of this policy).

CONSENT AGENDA. All items listed under the CONSENT AGENDA are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion on these items unless the Mayor, Council Member, staff or member of the public so requests, in which case, the item will be removed from the CONSENT AGENDA for a separate discussion and vote. Any member of the public wanting to pull an item from the CONSENT AGENDA for a separate discussion and vote are asked to fill out a "Request to Speak" form (Exhibit A of this policy).

REGULAR AGENDA. Pursuant to law, certain items must be noticed and a public hearing held. Public input will be taken once the Mayor opens the Public Hearing. For all other items on the REGULAR AGENDA, it is up to the discretion of the Mayor or by majority vote of the City Council as to what, if any, public comment will be heard on these items. Any member of the public wanting to be recognized by the Mayor and speak to an item on the REGULAR AGENDA are asked to fill out a "Request to Speak" form (Exhibit A of this policy).

SCOPE

This policy applies to the City Council, staff, and anyone attending City Council meetings.

AUTHORITY

Administrative implementation after Council approval.