



CITY OF FREEPORT

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ORDINANCE 2014-003

AN ORDINANCE REPEALING AND REPLACING SECTION 200 OF THE FREEPORT CITY CODE RELATING TO COUNCIL RULES AND PROCEDURES

Section I

The City Council of the City of Freeport, Minnesota hereby ordains Section 200 of the City Code is hereby repealed in its entirety and replaced with “Exhibit A” attached hereto and entitled ‘Section 200 – Council Rules and Procedures.’

Section II

Effective Date. This Ordinance is effective upon its adoption and publication as prescribed by law.

Adopted by the City of Freeport on the 26th day of August, 2014.

Matthew Worms, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer

Exhibit A

Section 200 – Council Rules and Procedures

200.01 – Regular meetings

Regular meetings of the council are held on the last Tuesday of each month in the council chambers of city hall at 7pm unless otherwise specified by council resolution. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor. Meetings of the council must be open to the public. A meeting falling on a legal holiday is held the preceding Tuesday.

200.03 – Quorum

A majority of council members elected constitutes a quorum.

200.05 – Secretary

The city clerk-treasurer is the secretary of the council.

200.07 – First meeting

At the first regular meeting of the council in each year, the council must 1) designate an official newspaper; 2) designate depositories for official funds; and 3) appoint committees as it deems necessary.

200.09 – Presiding officer

The mayor presides at the meetings of the council (during the absence of the mayor, the council must choose from its members an acting mayor). The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. To help govern meetings, the city council relies upon the provisions of Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by law or by this chapter. The council may make and change its own rules from time to time by resolution duly adopted and any such changes supersede Roberts Rules of Order (Newly Revised Edition). The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council.

200.11 – Motions reduced to writing

A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken thereon unless the reading is dispensed with by unanimous consent.

200.13 – Signing and publishing of ordinances

Ordinances must be 1) signed by the mayor; 2) attested by the clerk-treasurer; 3) published after its passage by the council; and 4) recorded by the clerk-treasurer in a properly indexed book kept for the purpose.

200.15 – Special meetings

Special meetings of the council may be called by the mayor or by any other two members of the council. The call is made by filing a written statement with the clerk-treasurer containing 1) the names and positions of the person or persons calling the meeting; 2) the time and place of the special meeting; and 3) a request asking the clerk-treasurer to give the council members proper notice.

The clerk-treasurer must then mail, at least one day before the meeting, notice to all the council members stating the time and place of the meeting. Special meetings will be held without such notice when all members of the council are present in person, or when the absent members have consented in writing to the holding of the meeting. A special meeting attended by all members of the council is to be conducted in the same manner as a regular meeting for the purpose of transacting business.

The clerk-treasurer must also post written notice of the date, time, place and purpose of the special meeting on the city's principal bulletin board at least three (3) days before the meeting. A principal bulletin board must be located in a place reasonably accessible to the public. If the city does not have a principal bulletin board, the notice must be posted on the door of its usual meeting room.

200.17 – Agenda

An agenda of business to come before the council must be prepared by the clerk-treasurer by the Thursday immediately preceding a regular city council meeting. The clerk-treasurer must furnish each member of the council with a copy of the agenda prior to the council meeting and as far in advance of the meeting as time for preparation will permit. A person desiring to be heard by the council must make the intention known to the clerk-treasurer of the substance of the matter to be presented so that it can be included in the agenda. Matters that have not been placed on the agenda will not be considered by the council unless the council is satisfied that the omission of the item from the printed agenda was inadvertent, or unless the matter is of such urgency that the council, by unanimous vote, suspends the rules for the consideration of the matter.

200.19 – Addressing council

A person addressing the council is limited to two (2) minutes, unless further time is granted by a majority vote of the council. Remarks must be addressed to the council as a body and not to any member thereof. A person addressing the city council must first state their full name and address.

200.21 – Decorum

Meetings must be conducted in an orderly manner and proper decorum must be maintained throughout the meetings. A person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the council, may be barred from further audience before the council by presiding officer unless permission to continue be granted by a majority vote of the council.