

Section 3.7. Investigation of City Affairs.

The council or an officer or officers formally authorized by the council may make investigations into the city's affairs. The council may provide for an examination or audit of the accounts of an officer or department of the city government. The council may conduct surveys or research studies of subjects of municipal concern. (Ord. No. 781, 3-17-2003)

Section 3.8. The Mayor.

Subd. 1. *Legislative Functions.* The mayor shall be the presiding officer of the council. The mayor shall have a vote as a member of the council. The mayor shall act as chief spokesperson for the council and shall exercise leadership of the council in the formulation of policy.

Subd. 2. *Executive Functions.* The mayor shall exercise all powers and perform all duties conferred on the mayor by state law, this Charter, city ordinances, and council resolutions. The mayor shall study the administration and operations of the city and shall report to the council any neglect, dereliction of duty, or waste on the part of any officer or department of the city. The mayor may appoint and remove, with the approval of the council, such professional services as the mayor shall deem necessary. If the office of administrator becomes vacant, the mayor, with the approval of the council, shall appoint an acting administrator. The mayor shall be recognized as the official head of the city for purposes relating to national security or peacetime emergency. Subject to state law concerning emergency management and any local emergency management program consistent therewith, the mayor shall oversee and direct the city's response to any declared emergency.

Subd. 3. *Ceremonial Functions.* The mayor shall be recognized as the official head of the city for all ceremonial purposes. (Ord. No. 801, 4-19-2004)

Section 3.9. President Pro Tem.

The council shall choose from its members a president pro tem who shall hold office at the

pleasure of the council and shall serve as mayor in case of the mayor's absence or temporary disability.

(Ord. No. 801, 4-19-2004)

CHAPTER FOUR. PROCEDURE OF COUNCIL**Section 4.1. Council Meetings.**

At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor shall, as the first order of business, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

(Ord. No. 739, § 4.1, 11-6-2000; Ord. No. 781, 3-17-2003)

Section 4.2. Secretary of Council.

The city clerk shall act as secretary of the council unless otherwise designated by ordinance. The city clerk shall keep a journal of council proceedings and such other records and perform such other duties as may be required by this Charter or the council. The council shall choose such other officers and employees as may be necessary to serve at its meetings.

(Ord. No. 739, 11-6-2000; Ord. No. 863, 7-9-2007)

Section 4.3. Rules of Procedure and Quorum.

The council shall determine its own rules and order of business. A majority of all council members shall constitute a quorum to do business, but a smaller number may adjourn from one meeting

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER FOUR OF THE NORTHFIELD CITY CHARTER

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield City Charter, Chapter Four. – Procedure of Council, Section 4.1. - Council Meetings, is hereby amended to read as follows:

Section 4.1. - Council Meetings.

Pursuant to Minn. Stat. § 205.07, subd. 1a, as the same may be amended from time to time, the terms of all city council members, including the mayor, expire on the first Monday in January of the year in which such terms expire, except that such outgoing members shall hold office until their successors qualify. At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor, if not having previously been administered the oath of office on or following the first Monday in January, shall, as the first order of business, prior to calling the meeting to order, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.

SECTION 2: This Ordinance shall take effect ninety days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this ____ day of _____, 2025.

ATTEST:

City Clerk

Mayor

First Reading:	
Second Reading:	
Published:	

From: Ben Martig <Ben.Martig@northfieldmn.gov>
Sent: Monday, June 23, 2025 11:57 AM
To: Lance Heisler
Subject: Ordinance Charter Section 4.1 - Oath of office timing v.1 032025 DRAFT
Attachments: Ordinance Charter Section 4.1 - Oath of office timing v.1 032025 DRAFT.docx

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Passed by the City Council of the City of Northfield, Minnesota, this ____ day of _____, 2025.

ATTEST:

City Clerk

Mayor

First Reading:	
Second Reading:	
Published:	

VOTE: ____ ZWEIFEL ____ BEUMER ____ DAHLEN ____ HOLMES