

Page 1	Edina	St. Louis Park	Faribault	Columbia Heights	Stillwater	Hastings	Elk River
Bylaws	All bylaws are in the same format with similar information. All bylaws include the following ten sections, with the exception of the Planning Commission Bylaws which contain more: (1) Introduction, (2) Mission and Business Address, (3) Membership, (4) Meetings, (5) Officers, (6) City Staff Liaison, (7) Committees and Working Groups, (8) Communication, (9) Financial Transactions, and (10) Ethical and Respectful Conduct.	No bylaws on City website. City Charter states that the City Council has all power related to boards and commissions but may create advisory powers as they see fit. Council sets membership requirements for boards and commissions.	No bylaws on City website. City Code states varying high level guidance and rules for some boards and commissions but does not address specifics of board/commission management. Various ordinances and resolutions are posted stating some guidance on boards/commissions.	No bylaws on City website. City Code states varying high level guidance and rules for some boards and commissions.	No bylaws on City website, but City does have a 50+ page <i>Council & Boards/Commissions Handbook</i> referencing the role of board and commissions, structure of the City, and what information their members will need to have for their role.	No bylaws on City website. Some basic board and commission guidance provided in the City Code and some specific rules regarding certain boards and commissions.	Bylaws or Rules and Procedures listed on website for all boards and commissions. Some slight standardization across boards and commission bylaws. Elk River has a Request for Action form used to instruct boards and commissions on actions to take. For example, instructing the Parks and Rec Commission to update commission bylaws.
Work Plans	Each board/commission creates work plans annually. In October, Chairs present proposed work plans to the Council. In November, staff presents recommendations and gets feedback from the Council. In December, the Council approves the plans for the following year. In January, the work plans officially start. Work Plans all follow the same format and are posted on the Edina website once approved.			None		Some boards/commission use Strategic Plan format to implement priorities/projects.	
Meeting Overview	All City meetings reference the same City Code.	Some boards and commissions hold joint meetings with the City Council or meetings immediately preceding City Council meetings			References to open meeting laws, meeting procedures, and other information is referenced in <i>Council & Boards/Commissions Handbook</i> .		
Public Open Comments during meetings	Yes	Only Council	Only Council	Only Council	Yes	Only Council	Only Council
Other items included	Open public comments referred to as <i>Community Comment</i> .	Board and Commission updates included in Council agenda; Open public comments referred to as <i>Requests, petitions, and communications from the public</i> ; Include Minutes and Agenda Recap after meetings.	Open public comments referred to as <i>Requests to be Heard</i> .	Open public comments referred to as <i>Community Forum</i> .	Council agenda includes Staff Reports at each meeting; Open public comments referred to as <i>Open Forum</i> .	Council agenda includes Staff Reports; Open public comments referred to as <i>Comments from the Audience</i> .	Open public comments referred to as <i>Open Forum</i> .
City Staff Liaison	The role of City Staff Liaisons are stated in City codes and laid out in each Board and Commission bylaw.		Some guidance on specific board/commission staff liaisons provided in City Code. Various resolutions and ordinances address City Staff roles, although in minimal detail.	Minimal mention of staff liaison role in City Code.	Some guidance for the role of City Staff Liaisons in boards and commissions is provided in the <i>Council & Boards/Commissions Handbook</i> .	City Code states that the City Administrator is the ex officio member of all boards and commissions but can assign another person/people to fill his or her role if unable to attend.	Some guidance provided in bylaws regarding the role of staff liaisons.
Staff Attendance at Meetings	Yes	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)	Minutes/Agendas not available	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)

Page 2	Edina	St. Louis Park	Faribault	Columbia Heights	Stillwater	Hastings	Elk River
Staff Attendance at Meetings	Yes	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)	Minutes/Agendas not available	Yes (noted in meeting minutes)	Yes (noted in meeting minutes)
Committees and Working Groups	The definition, role, and other information and rules on creating, managing, and disbanding committees is laid out in the bylaws for each board.						Some guidance provided in bylaws regarding the implementation and direction of committees.
Agendas	All agendas are set by the Chairperson in consultation with City Staff Liaison. Members may add items to the agenda but require approval of the majority of voting members.				No mention in handbook for how agendas items are set but the <i>Council & Boards/Commissions Handbook</i> references the format to use and notes that the format for each board or commission meeting is determined by the City Administrator, City Clerk, or liaison.		Chair and City Staff work to set agendas.
Training				Orientation PowerPoint given to all boards and commission members	<i>Council & Boards/Commission Handbook</i> provided for all Council and board/commission members. PowerPoint training provided for all Council and board/commission members as well. Planning Commission and Heritage Preservation members also receive additional PowerPoint.		
Reference to Work Place Respect	Bylaws reference <i>Ethical and Respectful Conduct</i> in their last section. This includes a section on <i>Respectful Behavior</i> , which includes what that pertains to, how to act, how not to act, consequences, and how to report this behavior.	No information on website; email not returned	No current policy. Looking to possibly add in the future.	Covered in orientation information but no separate standalone document.	Chapter 7 of the <i>Council & Boards/Commission Handbook</i> references Code of Conduct which includes behavioral and legal expectations. The City Charter does not permit the Council to remove a Council member from office. No reference is made to Board/Commission members.	No information on website; email not returned	Not referenced in bylaws.
Reference to interacting with the Media	Bylaws contain directions on communication with the Public and press releases.	No information on website; email not returned	No current policy. Looking to possibly add in the future.	No specific document. Board/Commission members and staff told to refer all media requests/contact on to communications personnel.	Chapter 9 of the <i>Council & Boards/Commission Handbook</i> references communications and media relations. This section includes how best to communicate with the public and media.	No information on website; email not returned	Not referenced in bylaws.
Board and Commission Recruitment			Flyer for all boards and commissions; Open house in fall with board and commission representatives available.	Utilize seasonal/monthly newsletters and active city organizations; recruit former youth members for regular boards and commissions			
Council Contact Information Provided	Email/Phone Number Provided	Email/Phone Number Provided	Email/Phone Number Provided	Email/Phone Number Provided	Email/Phone Number Provided	Email/Phone Number Provided	Email/Phone Number Provided
Board/Commission Contact Information Provided	Correspondence Form	Staff Liaison	Department/Staff Liaison	Staff Liaison(s)	General City Email/Staff Liaison	Staff Liaison	Staff Liaison Contact Info/Member Phone Numbers

Page 3	Edina	St. Louis Park	Faribault	Columbia Heights	Stillwater	Hastings	Elk River
Council Contact Information Provided	Council/Manager; statutory	Council/Manager; home rule charter	Council/Administrator; home rule charter	Council/Manager; home rule charter	Council/Manager (Administrator); home rule charter	Council/Administrator; home rule charter	Mayor/Council; statutory
Board/Commission Contact Information Provided	5 or 9	Varies	Varies	Varies	Varies	Varies	Varies