



Legislation Text

File #: 17-694, **Version:** 1

City Council Meeting Date: March 7, 2017

To: Mayor and City Council

From: Ben Martig, City Administrator
Deb Little, City Clerk

Consider Approval of City Council Rules of Business.

Action Requested:

The Northfield City Council approves the attached City Council Rules of Business/Meeting Rules, Rules of Order and Rules of Decorum and chooses seating assignment option ___ to be incorporated into the final document.

Summary Report:

The Northfield City Council reviewed and provided input on the attached Rules of Business for City Council meetings and related documents at their January 10 and February 14, 2017 Work Sessions. The Council provided input on particular topic areas. Staff incorporated that input into the attached Northfield City Council Rules of Business/Meeting Rules. Council approved the 2017 meeting schedule at their February 21, 2017 meeting including a 6-9 pm meeting time.

The list below contains significant changes incorporated into the document based on direction given by the Council on February 14, 2017:

1. **New meeting time** 6 - 9 pm with a simple majority required to extend the meeting.
2. **Agenda**
 - a. Public Comment
 - i. Removed separate comment period on consent agenda items
 - ii. Public Comment on Regular Agenda Items revised as follows:
Persons that wish to speak on a regular agenda item must register name and address with the City by completing & submitting a comment card before the start of the meeting. Persons may also use the electronic register to speak option on the City's website or contact the City Clerk no later than 12:00 noon on the day of the meeting. Persons may also provide comments through the eComment (electronic comment) system no later than 12:00 noon on the day of the meeting. The Mayor will call up individuals to speak based on preregistration/cards submitted after the staff report on an item. Please be respectful of the public's and the Council's time. Members of the public wishing to speak must adhere to the following guidelines:
 - Preregister to speak before the start of the meeting;
 - Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Council;
 - Identify your relationship to the topic;

- Have a spokesperson or two for your group to present your comments.
 - Persons wanting a response to a question must submit the question in writing to the City Clerk, including name, address, e-mail and phone number.
- iii. Will add eComment/register to speak module in Granicus.
- iv. Moved City Administrator Update before Mayor & Council reports.
- b. Council Recognition of Citizens/Groups - added language related to Mayoral proclamations.

Consensus was not obtained at the February 14, 2017 work session regarding the seating assignment section. Council is asked to choose an option to be incorporated into the final document.

Mayor and Council seating shall be determined as follows:

- A. Mayor decides
- B. Council members shall occupy the chairs assigned to them by the presiding officer, but two council members may exchange seats by joining in a formal request to the presiding officer (Minnesota Mayors Handbook)
- C. At large members are seated on either side of the Mayor, ward members fill in the remaining seats in order starting with Ward 1 in the seat next to the City Administrator and continuing around the dais (as suggested by Councilor DeLong).
- D. Randomly determined weekly seating (as suggested by Councilor Nakasian).
- E. Other

Staff incorporated changes discussed at the February 14, 2017 Work Session into the Appendices as follows:

Appendix A - Rules of Order for Councils

- Removed language on number of minutes of debate that are required on a single motion before a member can move the previous question/call the question on an item.
- Noted a super majority vote is required to “move the previous question.
- Noted a super majority vote is needed to establish time limits for debate on an item.
- Noted a super majority vote is needed to suspend the rules.

Appendix B - Rules of Decorum

- Revised h. to read, “No person shall ask rhetorical or leading questions during Council question period. Questions of clarification should be succinct.”

Appendix C - Frequently Used Motions Table - will be completed and added after final document is approved.

Appendix D - Citizen Guide. A draft citizen guide is attached.

Alternative Options:

Council could choose to make additional changes to the proposed documents or delay action to a future meeting.

Financial Impacts:

Not applicable.

Tentative Timelines:

Not applicable.