

ORDINANCE #200-001
AN ORDINANCE ESTABLISHING THE RULES FOR THE GOVERNMENT OF THE CITY COUNCIL

The City Council of the City of Hewitt does hereby ordain:

SECTION 1: One regular session of the City Council shall be held each month on the day, time and location designated by said Council at their first meeting of each year. Said Council may change this designation throughout the year, when necessary. All sessions shall be public, unless deemed private or closed as per Minnesota State Statute Chapter 16D, and the Council may continue sessions from day to day, or may adjourn from time to time, as occasion may require.

SECTION 2: Special meetings may be called by the Mayor or by any two members of the City Council, in writing, filed with the City Clerk, who shall notify all members of said Council of the time and place thereof, and the record shall show the giving of such notice. Notice of Emergency meetings shall be given as required by Minnesota Statute Chapter 16D, as may be amended from time to time.

SECTION 3: The Mayor of the City Council shall preside at all meetings, when present. In his or her absence, the Acting Mayor of said Council shall preside. The presiding officer shall maintain order in accordance with Minnesota Statute 412, by directing the removal of noisy or unruly individuals. In the event the presiding officer fails to act, the Council may, by motion, issue such an order.

SECTION 4: The rules of Parliamentary Procedure shall govern the Council in all cases in which they are applicable and when not inconsistent with other rules and regulations established by the City Council. In all points not covered by these rules, the Council shall be governed in its procedure by Robert's Rules of Order. The order of business shall be as follows:

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Consent Agenda
- Petitions, Requests and Complaints
- Committee Reports
- Staff Reports
- Unfinished Business
- New Business
- Announcements
- Miscellaneous
- Adjournment

The City Clerk shall keep a record of all proceedings.

SECTION 5: Every member of said City Council shall vote upon every question put forth by the presiding officer, unless excused by the Council. Any member of said Council may be subject to removal as provided for and in accordance with Minnesota Statutes 351 and 412 for any of the following reasons:

- Ineligibility for Office
- By Operation of Law
- By Termination of Residency
- By Failure to Qualify
- By Abandonment
- By a 90-day Absence

For a Second Incompatible Office
For Habitual Drunkenness

Passed and adopted by the City Council, City of Hewitt, County of Todd and State of Minnesota on this
24th day of February, 2009.

By Mayor Juanita Mitchell

Attest: Miriam A. Collom, City Clerk/Treasurer