

ORDINANCE #200-004
AN ORDINANCE ESTABLISHING THE RULES AND GUIDELINES OF MEETINGS OF THE CITY COUNCIL

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

SECTION 1: City Council Meetings: 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.

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 2: Initial Meeting: At the first regular City Council Meeting in January of each year, the Council shall:

- Designate the depositories of City Funds
- Designate the Official Newspaper
- Choose one of the Council Members as Acting Mayor
- Appoint officers and employees and members of departments, boards, commissions and committees as may be necessary
- Establish and appoint City Council Members to those boards, commissions and committees as necessary and appropriate

SECTION 3: Minutes: Minutes of each City Council Meeting shall be kept by the City Clerk, on in the absence of the City Clerk, a person appointed by the Council to keep minutes. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the City Clerk and can be accurately identified from the description in the minutes.

The minutes of each meeting shall be reduced to typewritten form and shall be signed by the City Clerk. At the next regular City Council Meeting, approval of the minutes shall be considered by the City Council. The presiding officer shall call for any additions or corrections to the minutes. If there are no objections to the corrections or additions, it may be made without the vote of the City Council. If there are objections to the additions or corrections, it must be voted upon by the City Council. If there are no additions or corrections to the minutes, the minutes shall stand approved.

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.

Passed by at least a 4/5ths majority vote of the City Council of the City of Hewitt, County of Todd and State of Minnesota, on this 24th day of February, 2009.

By: Juanita Mitchell, Mayor

Attest: Miriam A. Collom, City Clerk/Treasurer