

City of Crystal

Crystal City Council Rules of Procedure

SECTION 1. AUTHORITY.

The City Charter (Section 3.03) and City Code (Subsection 200.09) of the City of Crystal, MN direct the City Council (“Council”) to adopt a set of rules governing its procedures and order of business. The Council has adopted Roberts Rules of Order (Newly Revised Edition), but the rules within this document are controlling and supersede any conflicting rules in Roberts Rules of Order.

SECTION 2. MEETINGS.

2.1. Meeting Schedule. The schedule of regular Council meetings is adopted at the end of the prior year in accordance with City Code, Section 200 and the City Charter.

2.1.1. Amending Meeting Schedule. The schedule of regular meetings may be amended by resolution.

2.1.2. Special Meetings. Any meeting of the Council that is not on the regular schedule is a special meeting of the Council, and shall be called by the Mayor or three Council Members upon reasonable notice to Council Members and such other notice as required by law, as prescribed by the City Charter (Section 3.01).

2.2. Meeting Agendas. The City Manager is authorized to create the agendas for regular and special Council meetings. The City Manager will distribute preliminary agendas to the Council no later than the Thursday preceding the meeting. Agendas and informational materials for regular meetings shall be distributed to the Council and posted on the City’s website no later than the Friday preceding the meeting.

2.2.1. Agenda Approval. Approval of regular and special meeting agendas shall be made during the Approval of Agenda section of the meeting. An item may be removed from the agenda by a majority vote of the members present at the meeting. Urgent or emergency items may be added to the agenda during a meeting by suspending the rules in accordance with Section 4.3 below.

2.2.2. Regular Agenda Order. The regular order of the agenda is as follows:

- 1) Call To Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Proclamations
- 6) Special Appearances

- 7) Consent Agenda
 - a) Council meeting minutes
- 8) Open Forum
- 9) Public Hearings
- 10) Regular Agenda
 - a) Reading and approval of disbursements over \$25,000
- 11) Information and Announcements
 - a) Upcoming community events
 - b) Notification of upcoming work sessions and Council meetings
 - c) Reminder that work sessions and meetings are recorded and available online
- 12) Adjournment

2.2.3. Changes to Meeting Order. After the agenda has been adopted, the presiding officer may, at his/her discretion, modify the order of the agenda items to secure the proper flow of the meeting. For example, a special appearance may be moved to later in the meeting to accommodate a late presenter, or open forum may be moved earlier/later to accommodate participants or facilitation of other business.

2.2.4. Proclamations. A Proclamation may be used to call attention to certain events or causes, or to recognize outstanding residents, employees, businesses, or organizations in Crystal. All proclamations shall relate directly to the City of Crystal. Proclamations are issued and signed by the Mayor and do not require a vote from the Council. The City Manager and Mayor shall work together to prepare and schedule proclamations.

2.2.5. Special Appearances. The Council may, from time to time, invite guest speakers to address the Council. These may be other elected officials or representatives of community programs. The scheduling of guest speakers is at the discretion of the City Manager and Mayor. Guest speakers shall be limited in time to 10 minutes.

2.2.6. Consent Agenda. The consent agenda is for routine and non-controversial items. The items on the consent agenda will be considered in one motion. No items may be placed on the consent agenda that pertain to the direct expenditure of City funds. Any member may request that an item be removed from the consent agenda. Such a request is not subject to debate and does not require a vote. Items removed from the consent agenda are added to the regular agenda before the first regular agenda item.

2.2.7. Open Forum. The Council appreciates hearing from citizens about items of concern and desires to set aside time during each meeting for Open Forum. Under normal order, each person will be allowed three minutes to speak, and no items may be addressed for more than ten minutes. The Mayor may, at his/her

discretion as presiding officer, extend the total time allowed for a topic. No Council action may be taken on any items brought before the Council on Open Forum.

- 2.2.8. Resolutions. A Resolution may be used to express Council policy, direct administrative or legal action, or to make a public statement from the Council (symbolic resolution). A resolution must be presented in writing and is not required to be read in full before a vote is taken unless the reading of a resolution is requested by at least two members of the Council. (City Charter, Section 3.07). Resolutions are passed by majority vote of a quorum as provided in City Charter, Section 3.04, unless a supermajority vote is required by law or the City Charter. Resolutions take effect immediately upon passage unless a later effective date is stated in the resolution. (City Charter, Section 3.09). All symbolic resolutions must directly relate to the business of the City of Crystal. The Council will not issue symbolic resolutions on pending legislation, ballot measures, or any items being discussed by other legislative bodies.
- 2.2.9. Public Input. It is the policy of the Council to seek feedback from the community prior to implementing a change in policy. Whenever practical, the Council will schedule an opportunity for public comment on a new policy at the meeting prior to the meeting where a vote will take place.

SECTION 3. WORK SESSIONS.

- 3.1. Work Session Schedules. The schedule of regular work sessions is adopted at the beginning of the year in accordance with City Code, Section 200 and the City Charter. The schedule for work sessions is typically as follows:
- 3.1.1. Standing Work Sessions. There will be a standing work session immediately following each regularly scheduled Council meeting. If there are insufficient agenda items to require a standing work session, it may be cancelled at the discretion of the City Manager.
- 3.1.2. Additional Work Sessions. Additional work sessions are typically scheduled prior to a regularly scheduled Council meeting, and/or on the second Thursday of the month.
- 3.1.3. Budget Work Sessions. Budget Work Sessions are typically scheduled to coincide with the budget process and are dedicated to discussion of formulation of the City budget.
- 3.1.4. Amending Meeting Schedule. The schedule of work sessions may be amended by resolution at a Council meeting.

- 3.1.5. Special Work Sessions. Any work session of the Council that is not on the regular schedule is a special meeting of the Council and shall be called by the Mayor or three Council Members upon reasonable notice to Council Members and such other notice as required by law, as prescribed by the City Charter (Section 3.01).
- 3.2. Work Session Agendas. The City Manager is authorized to create the agenda for work sessions.
- 3.2.1. Agenda Order. The regular agenda order is as follows:
- 1) Regular Agenda Items
 - 2) Constituent Issues Update*
 - 3) New Business*
 - 4) Announcements*
- *Only at standing work sessions.
- 3.2.2. Constituent Issues Update. At its standing work sessions, the Council will receive from the City Manager an update on open constituent issues. This update will be provided in a format mutually agreed upon by the Council and the City Manager.
- 3.2.3. New Business. Any Council member may bring an item up for discussion during the New Business portion of the standing work session. Discussion on each item is limited to three minutes. Upon the agreement of a minimum of two Council Members the item may be added to the agenda for the next regular work session for further discussion. Upon the agreement of a minimum of three Council Members the item may be added to the next Council meeting agenda.
- 3.2.4. Announcements. This section of the agenda is for Council members and staff to make announcements about upcoming events or meetings, or to preview the agenda for upcoming meetings and work sessions.
- 3.3. Recording. All work sessions shall be audio recorded and the recordings shall be retained on the City's website for a period of two years.

SECTION 4. GENERAL.

- 4.1. Adoption of Rules. Rules shall be adopted by a resolution requiring an affirmative vote of 5 Council Members at the second regular Council meeting of each year. If rules are not adopted at this meeting they will be presented at every subsequent meeting until they are adopted. Current rules remain in effect until new rules are adopted.
- 4.2. Amendment of Rules. Once adopted for a calendar year, rules shall not be amended except by resolution requiring an affirmative vote of 6 members.

- 4.3. Suspension of Rules. A rule may be temporarily suspended by an affirmative vote of two-thirds of the members present. The specific reason for suspending the rules must be stated in the motion to suspend, and no business may be transacted except the stated business.
- 4.4. Motions reduced to writing. Pursuant to City Code, Subsection 200.11, “A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken thereon unless the reading is dispensed with by unanimous consent.”
- 4.5. Tie Votes. A tie vote results in a lost motion.
- 4.6. Unanimous Consent. Unanimous consent for the dispensing of reading of ordinances is assumed unless a member requests a formal reading prior to the vote on the item in question. A resolution is not required to be read unless requested by at least two members.
- 4.7. Presiding Officer. The Mayor is the presiding officer for all meetings and work sessions. In the absence of the Mayor, the order or precedence is the Mayor Pro-Tem, the EDA President, the EDA Vice President, the EDA Secretary, and the EDA Treasurer.
- 4.8. Decorum. It is the desire of the Council to conduct Council meetings and work sessions in as informal way as possible to facilitate open and natural discussion of agenda items. Council members are to refrain from personal attacks or off-topic conversation. The presiding officer at Council meetings is responsible for maintaining decorum.
- 4.9. Vote Count Reference. This section indicates the number of votes required to achieve a threshold at various voting strengths. An affirmative vote of a majority of all the members is required to adopt an ordinance. An affirmative vote of a majority of a quorum is required to pass a resolution or motion.

	Number of Members Present			
Threshold	7	6	5	4
Three Fourths	6	5	4	3
Two Thirds	5	4	4	3
Majority	4	4	3	3

This chart is for illustrative purposes only. The number of votes required on matters identified by law requiring more than a majority vote of a quorum of the Council will be stated on the agenda. Specific statutory supermajority voting requirements include, but are not limited to, the

following: unanimous vote of all Council Members to amend the City Charter by ordinance (M.S. § 410.12, subd. 7); four-fifths vote to publish an ordinance by title and summary (M.S. § 412.191, subd. 4); four-fifths vote to reduce appropriations in the budget resolution or to transfer unencumbered funds to other purposes (M.S. § 412.731); four-fifths vote to order an unpetitioned for improvement project subject to special assessments (M.S. § 429.031, subd. 1(f)); two-thirds vote to amend the comprehensive plan (M.S. § 462.355, subd. 3); and two-thirds vote to rezoning residential property to commercial or industrial (M.S. § 462.357, subd. 2(b)). Voting minimums may also be affected by the City Charter or other laws.

SECTION 5. PUBLIC ATTENDANCE AT MEETINGS.

- 5.1. Encouraged; Subject to Rules. The public is encouraged to attend Council meetings and to provide their input during the scheduled citizen input time and during public hearings. However, certain rules need to be established and must be observed regarding public attendance at, and participation in, meetings to ensure others have an opportunity to speak and to allow the Council to conduct its business without disruption. Those who attend Council meetings shall comply with the rules set out in this Section and failure to comply with these rules may result in the person being ejected from the meeting. These rules apply to all public meetings held by the Council and, to the extent practicable, meetings held by the City's commissions, committees, and boards.
- 5.2. Remain Seated. Unless addressing the Council, or entering or leaving the meeting room, all persons in the audience shall remain seated in the seats provided in their current location. No person shall stand or sit in the aisles or along the walls, unless permitted by the Presiding Officer. No person shall block any doorways or interfere with those attempting to speak at open forum or during a public hearing in accordance with these rules. No person, other than Council Members and staff, shall enter the area behind the dais in the Council Chambers during Council meetings.
- 5.3. Demonstrations. All demonstrations, including cheering, yelling, whistling, handclapping, and foot stomping which disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meeting are prohibited.
- 5.4. Obstruct Views. Members of the audience and speakers shall not wear or display signs, placards, banners, hats, costumes, or similar items at any time in the meeting room that obstruct the view of other audience members. In no event shall signs, placards, banners, props, or similar items be larger than 8 ½ by 11 inches, be illuminated, or be attached to any pole, stick, or other device.
- 5.5. Open Forum. As noted in Section 2.2.7 of these rules, the Council provides an opportunity for public input during the open forum portion of its agenda during regular Council meetings. Those who wish to speak during the open forum shall fill out a yellow slip provided in the meeting room and provide it to the City Clerk. No person shall address the Council until he or she has first been recognized by the Presiding Officer. Unless directed otherwise by the Presiding Officer, comments shall be made at the designated podium and the speaker shall state his or her name and address before commenting. In the interest of facilitating the business of the Council, all persons addressing the Council shall be limited to three minutes, and no matter may be addressed for more than ten minutes, unless such time is extended by the Presiding Officer for good cause as provided in these rules.

- 5.6. Interruptions. Members of the audience shall respect the rights of others. No person in the audience at the Council meeting shall engage in conduct that disrupts the orderly conduct of any Council meeting, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stamping of feet, repeatedly waiving of arms, or other disruptive acts.
- 5.7. Recordings. Photographs, audiotapes, and videotapes may be taken from any seat available to the public within the meeting room or from the rear of the meeting room. Except when presentations are being made, photographs, audiotapes and videotapes may not be taken from the side or middle aisles or from the front of the Council Chambers as such practices disrupt and disturb the audience, public speakers, and Council Members and interfere with the orderly conduct of the meeting. Photographs, audiotapes, and videotapes shall not be taken in any manner which disturbs or disrupts the audience, speakers, or Council Members or otherwise disrupts the Council meeting.
- 5.8. Animals. Animals are prohibited in the Council Chambers, except for trained K-9 police dogs and trained service animals as defined under State and Federal law.
- 5.9. Enforcement of Rules. The Presiding Officer of the Council, with the assistance of law enforcement, shall be responsible for maintaining the order of the meeting. The rules established in this Section 5 shall be enforced as follows:
- 1) The Presiding Officer has the authority to issue a verbal warning to a person violating the rules;
 - 2) If the person issued a warning by the Presiding Officer continues to violate the rules and disrupt the meeting, the Presiding Officer will direct the person to be ejected or excluded from the meeting room; and
 - 3) The ejection shall be for the remainder of the session at which the violation of the rules occurred.

Adopted by Resolution on the 16th day of January, 2024.