

Ramsey, Minnesota, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE II. - CITY COUNCIL >> DIVISION 2. - RULES OF ORDER AND PROCEDURE >>

DIVISION 2. - RULES OF ORDER AND PROCEDURE

Sec. 2-48. - Suspension or amending division.

Sec. 2-49. - Meetings.

Sec. 2-50. - Presiding officer.

Sec. 2-51. - Minutes.

Sec. 2-52. - Order of business.

Sec. 2-53. - Quorum and voting.

Sec. 2-54. - Ordinances, resolutions, motions, petitions and communications.

Secs. 2-55—2-81. - Reserved.

Sec. 2-48. - Suspension or amending division.

This division may be temporarily suspended by a majority vote of all of the councilmembers and shall not be repealed or amended except by a majority vote of the whole council after notice has been given at some preceding council meeting.

(Code 1978, § 2.01.08; Ord. No. 92-04, 6-12-1992)

Sec. 2-49. - Meetings.

- (a) *Regular meetings.* Regular meetings of the city council shall be held on the second and fourth Tuesdays of each calendar month at 7:00 p.m. Any regular meetings falling upon a legal holiday shall be held on the following business day at the same time and place. All meetings shall be held at the Ramsey Municipal Center.
- (b) *Special meetings.* Each councilmember shall receive at least 24 hours' notice of a special meeting. If that councilmember cannot be found, a written notice of such meeting shall be left at the councilmember's home. Special meetings may be held without prior written notice or when all councilmembers are present at the meeting or consent thereto in writing. Such consent shall be filed with the city clerk prior to the beginning of the meeting.
- (c) *First meeting in January.* At the first regular council meeting in January of each year, the council shall:
 - (1) Designate the depositories of city funds; and
 - (2) Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary.

(Code 1978, § 2.01.01; Ord. No. 79-18; Ord. No. 92-04, 6-12-1992; Ord. No. 93-02, 3-1-1993)

Sec. 2-50. - Presiding officer.

- (a) *Mayor as presiding officer.* In the absence of the mayor and acting mayor, the city administrator shall call the meeting to order and shall preside until the councilmembers present at the meeting choose one of their number to act temporarily as presiding officer.
- (b) *Duties.* The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with Robert's Rules of Order, Newly Revised. All questions and remarks shall be addressed to the presiding officer, or through the presiding officer to the appropriate councilmember, staff member, citizen or other appropriate person.
- (c) *Appeal of ruling.* Any member may appeal to the council from a ruling of the presiding officer. The member appealing shall clearly state the reasons for his appeal. If the appeal is seconded, the presiding officer may explain his ruling, but no other councilmember shall participate in the discussion. The appeal shall be sustained if it is approved by the majority of the members present.

- (d) *Participation.* The mayor or such other members of the council as may be presiding may move, second and debate from the presiding officer. The presiding officer shall not be deprived of any of the privileges of a councilmember by reason of acting as presiding officer.
- (e) *Decorum and order—Councilmembers.*
- (1) Any councilmember desiring to speak shall address the presiding officer and, upon recognition, shall confine himself to the question under debate.
 - (2) A councilmember who wishes to question a staff member shall address the question to the city administrator through the presiding officer. The city administrator shall be entitled to either answer the inquiry or designate a member of the staff to answer.
 - (3) A councilmember who wishes to ask a question of the city attorney may do so after being recognized by the presiding officer.
 - (4) A councilmember, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another councilmember, or unless the speaker chooses to yield to questions from another councilmember.
 - (5) Any councilmember called to order while speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be not in order, he shall remain silent or shall alter his remarks so as to comply with the rules of the council.
 - (6) Councilmembers shall accord the utmost courtesy toward each other, to city employees and to citizens appearing before the council. Councilmembers shall refrain at all times from rude and derogatory remarks, reflections about integrity, abusive comments and statements regarding motives and personalities.
 - (7) Any councilmember may move to require the presiding officer to enforce the rules and the affirmative vote of a majority of the council shall require the presiding officer to so act.
 - (8) Any councilmember may address the council on a question of personal privilege if his integrity, character or motives has been assailed, questioned or impugned.
 - (9) No councilmember should speak more than once on any one subject until every other councilmember choosing to speak on the topic has spoken.
 - (10) Any councilmember shall have the right to express dissent from or protest any action of the council and have the reason entered into the **minutes**. If such dissent or protest is desired to be entered in the **minutes**, this should be made clear by language such as "I would like the **minutes** to show that I am opposed to this action for the following reasons:...."
- (f) *Same—Employees.* Members of the city staff shall observe the same rules of procedure and decorum applicable to members of the council. The city administrator shall ensure that all city staff observes such decorum. Any staff member, including the city administrator, who desires to address the council or members of public shall first be recognized by the presiding officer. All remarks shall be addressed to the presiding officer or through the presiding officer to an individual councilmember or member of the public.
- (g) *Same—Public.* Members of the public attending council meetings shall observe the same rules of order and decorum applicable to the councilmembers. Any person who becomes boisterous while addressing the council shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer.
- (h) *Enforcement of decorum.* The chief of police shall be the ex officio sergeant-at-arms of the council. He shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in the council chambers. Upon instructions from the presiding officer, it shall be the duty of the chief of police or representative to eject any person from the council chambers.

(Code 1978, § 2.01.02; Ord. No. 92-04, 6-12-1992; Ord. No. 02-22, 8-5-2002)

Sec. 2-51. - Minutes

- (a) *Preparation required.* Ordinances, resolutions and claims need not be recorded in full in the **minutes** if they appear in other permanent records of the city and can be accurately identified from the description given in the **minutes**.
- (b) *Procedure.* The **minutes** of each meeting shall be reduced to typewritten form, shall be signed by the city clerk and copies thereof shall be delivered to each councilmember as soon as practicable after the meeting. At the next regular council meeting following such delivery, approval of the **minutes** shall be considered by the council. The **minutes** need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to the proposed addition or correction, it may be made without a vote of the council. If there is an objection, the council shall vote upon the addition or correction. If there are no additions or corrections, the **minutes** shall stand approved. **Minutes** of all council meetings shall be posted at the city hall for public review.

(Code 1978, § 2.01.03; Ord. No. 92-04, 6-12-1992)

Ramsey, Minnesota, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE I. - IN GENERAL >>

ARTICLE I. - IN GENERAL

Sec. 2-1. - Hearings.

Sec. 2-2. - Owner of unclaimed property.

Secs. 2-3—2-22. - Reserved.

Sec. 2-1. - Hearings.

- (a) *Generally.* Unless otherwise provided in this Code, or by law, every public hearing required by law, ordinance, or resolution to be held on any legislative or administrative matter shall be conducted in accordance with this section.
- (b) *Notice.* Every hearing shall be preceded by ten days' mailed notice to all persons entitled thereto by law, ordinance, or regulation unless only published notice is required. The notice shall state the time, place, and purpose of the hearing. Failure to give the notice or defects in it shall not invalidate the proceedings if a good faith effort has been made to comply with this subsection.
- (c) *Conduct.* At the hearing, each party in interest shall have an opportunity to be heard and to present such evidence as is relevant to the proceeding. The council may adopt rules governing the conduct of hearings, records to be made, and ~~copy the minutes as it~~ ^{copy the minutes as it} deems necessary.
- (d) *Record.* Upon the disposition of any matter after hearing, the council shall have prepared a written summary of its findings and decisions and enter the summary in the official council **minutes**.

(Code 1978, § 1.02.01)

~~Sec. 2-2. - Owner of unclaimed property.~~

The owner of unclaimed property sold at public auction shall be paid the sale price thereof from the general fund if the owner makes application in writing and shows satisfactory proof of ownership within six months of the sale. Such application shall be made to the city administrator.

(Code 1978, § 3.51.05)

Secs. 2-3—2-22. - Reserved.