

## CHAPTER 3 COUNCIL PROCEDURES

**Section 3.1 Council Meetings.** The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least twenty-four hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The twenty-four hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. **During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.**

**Section 3.2 deleted (effective December 5, 2002, relating to Liaison Function)**

**3.2.1 deleted (effective December 5, 2002, relating to Precinct Liaison)**

**3.2.2 Precinct Boundaries.** The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

**3.2.3 deleted (effective September 8, 1993 relating to Precinct Liaison Meetings)**

**Section 3.3 Rules of Procedure and Quorum.** Except as otherwise provided in this charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

**Section 3.4 Ordinances, Resolutions and Motions.**

**3.4.1** Except as otherwise provided in this charter or state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

**3.4.2** Except as otherwise provided in this charter, all legislation shall be by ordinance. The vote on all ordinances shall be by a roll call vote.

**3.4.3** The general administrative business of the council shall be conducted by resolution or motion.

**Section 3.5 Procedures on Ordinances.** Every proposed ordinance shall be presented in writing. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains". No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.