



Rules of Order and Procedure

1. *Call to Order*

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

5. *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

6. *Open Forum*

This order of business provides a time for any individual to approach the council and comment, ask questions, present a concern or make any other statement relating to city business. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The Mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹

8. *Public Hearings and Items Set for a Certain Time*

All public hearings will be held after the meeting begins at 7:30 p.m. following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

9. *Development Business*

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10. *Administration*

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances² (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

11. *Other Business*

This order of business provides an opportunity for councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by private citizens
- Suggestions by councilmembers for future workshops

12. *Adjournment*

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹*First and Second Ordinance Readings:* As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

A. First reading of an ordinance allows the City Council to review the text and purpose of the proposed ordinance. At this reading Council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the Clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

B. Second reading of an ordinance will provide the City Council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the City Council. Upon conclusion the Council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.