



ORDINANCE NO. 1

v1.1

AN ORDINANCE REGULATING PROCEEDINGS OF THE CITY COUNCIL

The City Council of the City of Pine Springs do ordain as follows:

SECTION 1. REGULAR MEETINGS

Regular meetings of the City Council shall be held at such place in the City as may be designated by resolution of the Council on the first Tuesday after the first Monday of each month at eight o'clock p.m. except when such day shall be a legal holiday when a regular meeting shall be held on the first succeeding business day.

SECTION 2. SPECIAL MEETINGS

Special meetings of the City Council may be called at the direction of the Mayor, or by request of any two trustees in writing filed with the Clerk. All members of the Council shall be reasonably notified of every such special meeting by the Mayor or the Clerk. Notice may be in person, by telephone or by mail. Any member of the Council not present at a special meeting shall be deemed to have waived notice thereof unless at the regular council meeting at which the minutes of said special meeting are read he shall notify the Council that he failed to receive reasonable notice of the meeting. In such event all proceedings of said special meeting shall be deemed valid except those matters specifically objected to by such absent member at said time, which matters shall thereupon be reconsidered.

SECTION 3. ORDER OF BUSINESS AT COUNCIL MEETINGS

No specified order of business shall be required at City Council meetings. Business of the Council shall be taken up in such order as the Mayor shall determine, unless the members shall determine otherwise by motion.

SECTION 4. BUSINESS NOT ACTED UPON AUTOMATICALLY TABLED

Any business brought before the Council, including hearings and matters adjourned or referred to a specified meeting, and not disposed of by motion or resolution or postponed to a definite date shall be deemed indefinitely tabled and may be acted upon at any subsequent meeting held within the same calendar year at which all members of the Council are present.

SECTION 5. COMMITTEES

As soon as practicable after the first meeting in each year, the Mayor, with the approval of the Council, shall appoint a member or members of the Council to serve on the following standing committees, which are hereby established:

- Streets
- Welfare and Health
- Finance

Persons serving on such committees shall familiarize themselves with the operations or functions of the City indicated in the name of the particular committee. They shall supervise details of operation of the City departments or functions so indicated; and they shall keep the Council advised of operations under their supervision, and shall bring before the Council all matters requiring the Council's direction or authorization.

SECTION 6. ROLL CALL VOTE

Roll call vote shall not be required on matters before the Council unless demanded by a member of the Council or required by the laws of the State of Minnesota; provided that vote on verified claims for payment of money shall be by roll call.

SECTION 7. GENERAL RULES OF ORDER

The City Council shall proceed in accordance with Roberts Rules of Parliamentary Procedure, but no action of the City Council, or any member thereof shall be deemed invalid because not in conformity with such rules unless at the time the action is taken or promptly thereafter a member of the Council or any person interested therein shall object to the method of procedure and point out to the Council the particular rule which it is claimed was not observed.

SECTION 8. MOTIONS AND RESOLUTIONS

Motions shall be set down in writing by the Clerk in his minutes and read by him before being submitted to a vote by the Mayor. Resolutions shall be in writing when presented to the City Council for vote, and shall be preserved by the Clerk, indexed as to meeting dates unless copied in full in his minutes.

SECTION 9. ORDINANCES

Ordinances shall be in writing when presented to the City Council for a vote. Before an ordinance is submitted to a vote of the Council for final adoption if requested by any member of the Council, or other person present, it shall be read in full by the Clerk and persons present shall be given an opportunity to be heard on the merits of the ordinance.

SECTION 10.

This ordinance shall take effect from and after its publication.

Adopted by the City Council October 4, 1960

Otto F. Kirch (signature)

Mayor

Attest:

Robert J. McCallum (signature)

Clerk

Revision History

Ver.	Changes	Date Changed
1.0	Adopted by the Village Council	Oct 4, 1960
1.1	Amended by Ordinance 26	Nov 10, 2020