

City Council Rules of Order 2015 DRAFT REVISION

I. RULES

SECTION 1. Purpose; Procedural Authority. These rules shall govern the proceedings of the City Council in conducting the business of the City of Minneapolis. In the absence of a rule, *Robert's Rules of Order, Newly Revised*, shall prevail to the extent practicable and where not inconsistent with the laws and regulations of the State of Minnesota and the City of Minneapolis.

SECTION 2. Suspension of Rules. Any rule may be temporarily suspended by a two-thirds vote; but such suspension shall not extend past the matter acted upon or the conclusion of the meeting, as appropriate.

SECTION 3. Amendment of Rules. Amendments to these rules shall be referred first to the Rules Committee for its review and recommendation before final action by the City Council. Final adoption of any amendment shall be by a two-thirds vote after proper notice is given.

II. ORGANIZATION

SECTION 1. Organizational Meeting.

- A. The City Council shall convene in January following the general municipal election to organize its membership. Notice of the organizational meeting shall be posted no less than 48 hours in advance of the organizational meeting. The City Clerk shall officiate at the opening of the organizational meeting and preside over the nomination and election of a President of Council, which shall be the first order of business. The President shall preside over the election of a Vice-President of Council, which shall be the second order of business. The President and Vice-President shall each assume their offices immediately upon the pronouncement of the vote on their respective offices.
- B. At its organizational meeting, the City Council, by resolutions, shall:
 - (1) Establish the lines of succession for the offices of Mayor and Council President.
 - (2) Adopt a schedule of regular meetings, which may be subsequently amended to accommodate the needs of the Council and its Members.
 - (3) Ratify the appointment of standing and special committees of the City Council.

SECTION 2. Officers and Duties.

- A. President: The President is the presiding officer of the City Council and, when present, shall officiate over its proceedings; shall have a voice and vote in all its deliberations; and shall be fully vested with the authority necessary to discharge the duties of office. Without limiting the generality of the foregoing, it is the duty of the President (or presiding officer) to:
 - (1) Have principal supervision over the City Council docket and direct the preparation of an agenda for each of its meetings;
 - (2) Convene each meeting of the City Council at the appointed hour and, in the presence of a quorum, proceed to the business to be presented in proper order;
 - (3) Recognize those entitled to the floor and confine debate to matters under consideration;
 - (4) Preserve order and decorum in the Council's proceedings and ensure compliance with these rules to determine the will of the Council;
 - (5) Refer all matters to the appropriate committee having proper subject matter jurisdiction;

- (6) State and put to vote all matters properly introduced and declare the result thereof for the record; and
 - (7) Speak in preference to others on points of order, inquiry, or information.
- B. Vice-President: The Vice-President shall be first to serve as presiding officer in the absence or disability of the President, or whenever the President is acting as Mayor pursuant to the City Charter. In addition, the Vice-President shall have and perform such other duties as may be assigned or delegated from time to time by the President or the City Council.
 - C. Clerk: The City Clerk is *ex officio* Clerk of the City Council and, in that capacity, shall: attend all meetings and sessions; keep and preserve the journal, records, and papers of the City Council; render advice and assistance in interpreting and applying the rules, procedures, and practices of the City Council; cause standing and special committees, officers, and City departments to be informed of such duties as they may be charged with by the City Council from time to time; and provide such information to the City Council or its committees, when requested, as the Clerk may possess relating to the City, its affairs, or the actions of the City Council.
 - D. Other Officers: The City Council may provide for other officers of its own body that it deems necessary, including the process for selection of the officer and the duties to be assigned.

III. MEETINGS OF THE COUNCIL

SECTION 1. Meetings, Generally. Unless otherwise noticed, meetings shall be held in the Council's chamber (Room 317) at City Hall in accordance with an adopted schedule. All meetings shall be open to the public in accordance with the Minnesota Open Meeting Law. In the event of a disturbance or conduct that is disruptive to the proceedings, the presiding officer may remove the individual(s), or may recess the meeting until such time as order may be restored.

SECTION 2. Special Meetings. Upon proper notice, special meetings may be called by the Mayor for stated dates and times to transact specific business outside of and in addition to the adopted schedule of regular meetings. At such special meeting, only matters designated in the notice for the special meeting shall be considered.

SECTION 3. Adjourned Meetings. Any regular or special meeting may be adjourned to a future date or time. The first and any subsequent adjourned meeting shall be designated as sessions of the originating regular or special meeting.

SECTION 4. Closed Meetings. Any portion of a meeting of the City Council may be closed to the public, in accordance with the provisions and for the purposes established by state law.

- A. Attendance by Elected Officials. The Mayor and Council Members have the right to attend and participate in closed meetings.
- B. Staff attendance.
 - (1) The City Clerk shall attend and record the proceedings and may designate staff members to assist.
 - (2) The City Attorney, and representatives of the City Attorney's Office, as well as external legal counsel on behalf of the City of Minneapolis, may attend closed meetings for the purpose of providing legal advice and counsel on issues being presented.
 - (3) The Mayor's chief of staff may attend closed meetings.
 - (4) Appropriate departmental staff may be present when such attendance is required because of the nature of the issues being presented.
 - (5) Only those staff members identified in this section shall be admitted to a closed meeting, unless attendance is granted by motion carried by a majority of those Council Members present and participating.

- C. If an elected official is unable to attend a closed meeting, the elected official may contact the City Attorney to receive information regarding those closed proceedings.

SECTION 5. Study Sessions. Study sessions permit detailed examination of specific subject matters or topics of interest which may not yet be formulated in the nature of a formal policy or proposal. Study sessions may be conducted as a full Council or by any of its committees. Study sessions do not require a formal agenda and may be conducted informally. No formal or final action may be taken on any matters presented or discussed in a study session, but direction may be given to prepare the matter for introduction through a standing committee. The Council President is responsible for approving the subject matter(s) and scheduling of all study sessions; however, this duty may be delegated to another Member.

SECTION 6. Calendar & Notices. Notice of all meetings of the City Council and of its standing committees shall be provided as required by law. For convenience, notice of regular meetings may be made in the form of a calendar, which, if produced, shall be posted in a public place and made available to the public upon request. **When necessary due to lack of quorum or the needs of the City, the President, or, in the President's absence, the Vice-President, may cancel any regular meeting of the City Council, or may direct the rescheduling of a regular meeting to another date and time prior to the next regular meeting.**

SECTION 7. Quorum. A quorum for the transaction of business shall consist of seven (7) Council Members. Except as otherwise required by law, the term "majority" means a majority of Council Members voting, a quorum being present.

SECTION 8. Order of Business. In the ordinary transaction of business, the following order shall be observed:

- A. Call to Order.**
 - (1) Adoption of the agenda.
 - (2) Acceptance of minutes. The minutes of the preceding meeting shall be presented for acceptance. If the minutes are not accepted within forty (40) days from the taking thereof, they shall be deemed approved without further action by the City Council.
 - (3) Presentation and referral of claims, petitions, and other communications.
- B. Reports of Standing Committees (in alphabetical order).
 - (1) Joint committee reports shall appear at the end of the agenda under the first committee listed.
 - (2) Referred committee reports shall appear at the end of the agenda of the originating committee with a notation of referrals to other committees. If a referred committee report differs from the originating committee's report, all reports shall appear at the end of the agenda of the committee which took the first action in order of their referral.
 - (3) Matters originating in two committees simultaneously – shall appear on the agenda under the first committee listed.
- C. Reports of Special Committees, including the Audit and Executive committees, if any.
- D. Introduction & Referral Calendar. Pursuant to notice, ordinances for formal introduction, first reading, and referral shall be acted upon under this order.**
- E. Resolutions.
- F. Motions.
- G. Unfinished Business. Matters under Unfinished Business for three consecutive regular meetings shall be returned to the appropriate standing committee for further consideration.
- H. New Business. **Notice of intent for the introduction of ordinances shall be included under this order.**

- I. Announcements. Announcements shall be limited to notification of public events or programs of community significance and interest. Concerns or matters of current, pending, or future Council deliberations are not considered announcements. Council Members may not report on their activities or accomplishments.
- J. Adjournment.

Without objection, the presiding officer may re-order any agenda item within the prescribed order of business, or may temporarily set aside an agenda item for action later in the meeting, for the convenience of the City Council.

SECTION 9. If the City Council, during any regular, special, or adjourned meeting, wishes to consider a subject matter not previously referred to a standing committee, and, when for any reason it is desirable for the full Council to consider a subject matter with the freedom of an ordinary committee, the Council may, by motion carried on majority vote, resolve itself into a committee of the whole. A motion to resolve into committee of the whole must state the subject matter to be discussed, and such motion shall be non-debatable.

SECTION 10. Seating and office arrangements. Council Members shall occupy the respective seats upon the dais within the Council Chamber and shall have the offices within City Hall as may be assigned to them by the Council President.

SECTION 11. Attendance upon the dais. While the City Council is in session, only the following persons shall be admitted within the bar and upon the dais:

- The Council President and Members of the City Council;
- The Mayor, whenever the Mayor is in attendance for a meeting or portion of a meeting;
- The City Clerk and staff from the Clerk's Office; and
- The City Attorney and staff from the City Attorney's Office.

Aides, assistants, and other staff of the individual Council Members and of the Mayor are granted access to the dais to provide assistance, relay messages, deliver papers or messages, and similar purposes.

The Council President, on behalf of the City Council, and without objection from any Member, may invite other persons within the bar and upon the dais for specific, limited purposes, such as the presentation of special honors or recognitions.

SECTION 12. Public attendance. All persons within the Council Chamber shall conduct themselves with decorum and shall not disrupt the proceedings of the City Council. As a matter of etiquette and protocol, all elected officials shall be referred to by their proper title and surname. Any person, upon entering any meeting of the City Council or one of its standing or special committees, or a hearing conducted by the same, shall have granted permission to the City Council to record and televise their presence and testimony. Representatives of the news media shall not conduct formal interviews within the Council Chamber while the Council or a Committee is in session.

IV. COMMITTEES

SECTION 1. Committees: Purpose, Appointment & Structure. The City Council, in its discretion, may establish, appoint, and determine the duties of such committees as it deems necessary to the effective exercise of its authority. The City Council shall refer matters to its committees for review or investigation, recommendation, action, or all of these. Except as provided within these rules, the term "*committee*" shall include standing and special committees, subcommittees, workgroups, and other similar bodies subordinate to the City Council. At the start of each elective term, the Council President shall appoint the membership of each committee, including the chair and vice-chair, subject to ratification by formal action of the City Council. In the event of any vacancy, the Council President may make temporary appointments.

SECTION 2. Standing Committees. Standing committees are responsible for providing direction, setting priorities, and ensuring coordination between related policies, programs, and services within their assigned jurisdictions; providing

forums for public participation in the City’s decision-making processes; and monitoring the implementation and effectiveness of policy and program decisions through the City’s departments and divisions. It is the duty of each standing committee to review and make recommendations on matters referred to it, or which arise within its jurisdiction, and to forward its recommendations on the same to the full City Council.

STANDING COMMITTEES	MEMBERS	QUORUM
Claims	6	4
Committee of the Whole	13	7
Community Development & Regulatory Services	6	4
Elections & Rules	13	7
Intergovernmental Relations	6	4
Public Safety, Civil Rights & Emergency Management	6	4
Health, Environment & Community Engagement	6	4
Taxes	13	7
Transportation & Public Works	6	4
Ways & Means	6	4
Zoning & Planning	6	4

SECTION 3. Special Committees. A special committee is one established to give particular and exclusive attention to a specific issue or issues referred by the City Council. Special committees are subject to the same rules and procedures established for standing committees.

SECTION 4. Subcommittees. The City Council may establish subcommittees under the oversight of a standing committee to give exclusive consideration to a particular issue or subject matter. The City Council shall determine the membership of any subcommittee. Subcommittees are subject to the same rules and procedures established for standing committees.

- A. Budget Subcommittee. There shall be a subcommittee of the standing committee on Ways & Means called the Budget Subcommittee, which shall be composed of all Council Members. The chair and vice-chair of the Ways & Means Committee shall be chair and vice-chair, respectively, of the Budget Subcommittee. Seven Council Members shall constitute a quorum of the Budget Subcommittee, although a lesser number may meet for the purposes of accepting testimony, receiving reports, and discussing business matters, but may take no formal action. The Budget Subcommittee shall be charged with receiving and evaluating the Mayor’s proposed budget, conducting hearings on the budget proposal, perfecting the proposed budget package, and putting it into final form for recommendation to and formal consideration by the City Council.
- B. Information Technology Policy Subcommittee. There shall be a subcommittee of the standing Committee of the Whole called the Information Technology (IT) Policy Subcommittee, which shall be composed of all Council Members. The Council President shall designate the chair of the Information Technology Policy Subcommittee. Seven Council Members shall constitute a quorum of the IT Policy Subcommittee, although a lesser number may meet for the purposes of accepting testimony, receiving reports, and discussing business matters, but may take no formal action. The IT Policy Subcommittee shall have general oversight of the City’s enterprise information management systems, technology and associated innovations, and technology-related matters.

SECTION 5. Committee Management. The chair of each committee is responsible to the City Council for the effective operation of his or her assigned committee. A committee chair has the same rights, duties, and privileges as other committee members, including the right to introduce business, to speak in debate, and to vote on all matters properly in possession of the committee.

- A. Duties of Chair. Without limiting the generality of the foregoing statement, it shall be the duty of each chair to:

- (1) Direct the preparation of an agenda for each meeting outlining all matters to be properly presented for consideration and action;
 - (2) Convene each meeting at the appointed time, ascertain the presence of a quorum, and proceed to the business of the committee;
 - (3) Recognize those entitled to the floor; confine debate to matters under consideration; explain or clarify rules or procedures, decide points of order, speak in preference to others for this purpose; and ensure order and decorum over the committee's proceedings; and
 - (4) State and put to vote all matters before the committee and declare the result thereof for the record.
- B. Vice-Chair. The vice-chair shall preside and perform the foregoing duties in the absence of the chair.
- C. Committee Clerk. The City Clerk shall assign a clerk to each committee who shall, under the direction of the chair, or its presiding officer, attend to the clerical and business operations of the committee.

V. COMMITTEE OF THE WHOLE

SECTION 1. Committee of the Whole as a Standing Committee.

- A. Within the City Council's standing committee structure, there shall be a Committee of the Whole which shall be and function as a standing committee as defined by these rules, and which shall be comprised of all Council Members. The rules related to the conduct of business and general procedures for committee meetings shall be observed in the Committee of the Whole so far as they may be applicable.
- B. Committee Management. The Vice-President of Council shall chair the Committee of the Whole and, in that capacity, shall be responsible for its effective operation and shall have and exercise principle control over its business and affairs. As chair, the Vice-President retains the same rights, duties, and privileges as other committee members, including the right to introduce business, to speak in debate from the chair, and to vote on all matters that are properly in possession of the committee.
- C. Jurisdiction. The following matters shall fall within the jurisdiction of the Committee of the Whole and may be directly referred to it without first being referred to other standing committees:
- (1) Consideration, modification, and action on the City's vision, goals, and strategic directions;
 - (2) Major enterprise-wide initiatives, programs, or projects which are not logically suited for another standing committee and which would benefit from a simultaneous, initial hearing by all Council Members, with consent from the relevant committee chair(s);
 - (3) Reports regarding the semi-annual resident or employee survey results;
 - (4) Emergency or other actions where the regular committee cycle is not adequate to meet sequencing needs.
- D. Matters considered by the Committee of the Whole may be referred to another standing committee. Any action of the Committee of the Whole under this article making a recommendation to the City Council shall be adopted by a majority vote under the regular rules of debate, and shall be reduced to writing in the form of a committee report.

SECTION 2. Special Events & Presentations. After consultation with Council Leadership, special events and presentations may be scheduled as directed by the Vice-President of City Council.

VI. COMMITTEE PROCEDURES

SECTION 1. Meetings. Committees generally meet during the two-week interim between regular meetings of the full Council, known as a "Council cycle." The dates and times for regular committee meetings shall be established by the Council President, a copy of which shall be filed with the City Clerk. All committee meetings shall be open and

accessible to the public; provided, that a portion of any committee meeting may be closed for those purposes allowed under the Minnesota Open Meeting Law. **A regular committee meeting may be cancelled or**, when the regular Council cycle is insufficient to address committee business, a special meeting may be called by its chair, with the approval of the Council President and upon proper notice. At any special meeting, only those matters identified in the notice of such meeting may be considered.

SECTION 2. Quorum. A majority of each committee's members shall constitute a quorum for the transaction of business.

SECTION 3. Rules and Procedures in Committee. The rules of City Council, so far as they are applicable and to the extent practicable, shall apply to the meetings of its committees. The committee chair shall determine the degree to which such rules are enforced so as to facilitate the committee's work in generating, evaluating, perfecting, and finalizing policy proposals and business matters referred to it, or such matters which arise within its jurisdiction.

SECTION 4. Consideration of Committee Business. Each committee shall consider matters referred by the City Council at its next regular meeting. A committee may also take up and consider proposals arising within its jurisdiction or upon matters which may be directed to its attention by City officials or departments. Committee recommendations shall be limited to: recommend approval; recommend denial; or, forward without recommendation. Any matter referred or directed to a committee, or any matter which is taken up by the committee within its own jurisdiction, shall remain in the committee until its report is made, unless the City Council has directed that the committee report by a date certain or discharged the matter from committee.

SECTION 5. Discharge of Committee. If the City Council desires to remove a matter from the jurisdiction of a committee before the committee has made its report, it may, at a regular meeting, discharge the committee from further consideration of the matter. A motion to discharge a committee shall require a two-thirds vote, unless previous notice has been given, in which case the motion shall pass by a majority vote. If passed, the motion to discharge has the effect of immediately bringing before the City Council the subject matter discharged from the committee.

SECTION 6. Voting in Committees. Voting shall be conducted by the chair. Unless otherwise directed, voting shall be done by voice vote, provided any committee member may request his or her dissenting vote, or abstention, be recorded in the record of the meeting. The chair or any committee member may request a roll call vote on any item.

SECTION 7. Committee Reports.

- A. All actions of a committee, including the committee's recommendations on matters referred or directed to its attention, shall be reduced to writing in the form of a committee report adopted by a majority of the committee's members. A committee report, once adopted, shall be transmitted for presentation at the next regular meeting of the City Council.
- B. After a report has been adopted by a committee, no change therein shall be made before it is presented to the City Council except by further action of the committee during a duly-noticed public meeting. At the request of any member, the matters contained within the report may be separated into individual reports and notice of this separation shall be given to all committee members.
- C. It is the duty of the chair to present the committee's report under the appropriate order of business during the meetings of the City Council. In the absence of the chair, the vice-chair shall make the report or, in the absence of both, some other member of the committee may submit the committee's report.
- D. The Council's reception of a committee's report shall not be construed as conferring any authority upon any committee, nor upon any city officer or department of the City; however, the adoption of a report shall have

the same effect as the adoption of a motion or resolution, except in cases where a resolution or ordinance would be required by law.

SECTION 8. Joint Meetings of Committees. Any committees may meet jointly to discuss, review, and develop preliminary recommendations on subject matters of common interest or jurisdiction. A joint meeting requires a quorum of each of the separate committees participating in the joint meeting. A joint meeting cannot act other than to refer its recommendations to a standing committee. One committee report shall be produced for any joint meeting, which may be referred to a standing committee for consideration and action.

VII. PUBLIC HEARINGS

SECTION 1. Public Hearing, Defined. A public hearing is a meeting, or portion of a meeting, that enables the public to speak upon a specific subject matter. Public hearings shall be conducted when required by law, or when directed by the City Council. Generally, public hearings shall be conducted by the committee having proper jurisdiction over the subject matter.

SECTION 2. Role of the Chair. The chair of the committee conducting a public hearing shall announce at the beginning of the public hearing the subject(s) to be addressed and considered, and shall monitor the use of time and, in the interest of efficiency, may impose time and subject matter limits for testimony and comments presented.

SECTION 3. Public Speakers. All speakers shall identify themselves for the record by providing the following: name; address; and organization or affiliation, if appropriate.

SECTION 4. Public Hearing Required for Certain Appointments. The appointment of persons to the following positions shall be made only after a public hearing by the appropriate standing committee having jurisdiction, for which purpose adequate notice has been provided: City Assessor; City Attorney; City Clerk; City Coordinator; City Engineer/Director of Public Works Department; Civil Rights Department Director; Commissioner of Health/Director of Health Department; Community Planning and Economic Development Department Director; Fire Chief; Police Chief; and Regulatory Services Department Director; as well as members of the following boards or commissions: Bicycle Advisory Committee; Civil Rights Commission Member; Civil Service Commission Member; Ethical Practices Board; Neighborhood & Community Engagement Commission; Planning Commission; and Zoning Board of Adjustment.

VIII. MOTIONS, DEBATE & VOTING

SECTION 1. Motions.

- A. It is the duty of the presiding officer to accept a proper motion whenever it is in order. A motion is in order when it is presented at an appropriate time, violates no rule, and is not clearly for the purpose of delaying or obstructing business. When necessary, the presiding officer may suggest the proper form of a proposal or may request clarification of a proposal before entertaining and proceeding with it.
- B. All substantive motions and amendments must be offered in writing and must be provided in sufficient quantity to permit copies to be distributed to the Mayor, all Council Members, the City Clerk, the City Attorney, and the public. This requirement shall not apply to non-substantive motions, including but not limited to motions to postpone, extend or limit debate, refer, recess, adjourn, or to correct clerical errors. Motions and amendments not submitted in compliance with this provision shall not be considered unless the rules shall first be suspended.
- C. Rank. The precedence of the ordinary motions shall rank as shown on the following chart, with the lowest in rank being the Main Motion. When any one of them is immediately pending, the motions above it in the list are in order, and those below it are out of order.

	ORDINARY MOTIONS	Second	Amend	Vote	Debatable
UNDEBATABLE	Fix the Time to which to Adjourn	Yes	Yes	Majority	No
	Adjourn	Yes	No	Majority	No
	Recess	Yes	Yes	Majority	No
	Raise a Question of Privilege	No	No	<i>Chair Decides</i>	No
	Call for Orders of the Day	No	No	<i>Chair Decides</i>	No
	Lay on the Table	Yes	No	Majority	No
	Previous Question	Yes	No	Two-Thirds	No
	Limit or Extend Limits of Debate	Yes	Yes	Two-Thirds	No
	DEBATABLE	Postpone to a Time Certain	Yes	Yes	Majority
Commit or Refer		Yes	Yes	Majority	Yes
Amend		Yes	Yes	Majority	Yes
Postpone Indefinitely		Yes	No	Majority	Yes
Main Motion		Yes	Yes	Majority	Yes

SECTION 2. Debate.

- A. No Member shall speak more than twice to the same question during the same meeting. Under this rule, each debatable motion is considered a separate question with respect to Members’ rights to debate. No Member shall speak longer than seven (7) minutes for the first speech on a question and no more than five (5) minutes for a second speech on the same question. Additional speaking time may be granted by leave of the Council, and shall be decided by a two-thirds vote without debate. The Mayor shall be permitted to speak in the same manner and subject to the same restrictions as a Council Member, except that the Mayor shall not speak on matters of the Council’s organization, rules, or procedures.
- B. If a motion to close debate and bring one or more pending questions to an immediate vote is made and seconded and if the presiding officer has not yet spoken to the pending question(s), then the presiding officer may exercise the privilege of speaking once to the question(s) before the vote is taken on the motion to close debate.
- C. While speaking to the merits of any question properly before the City Council, except when responding to a point of information or inquiry, the presiding officer shall have the right to assign the chair to the Vice-President or, in the absence of the Vice-President, to another Member.
- D. Members of the public shall not be permitted to address the City Council at its meetings. Except for information related to a quasi-judicial proceeding, members of the public may distribute printed material at regular or special meetings of the City Council by and through the City Clerk.

SECTION 3. Rulings by Presiding Officer; Appeals. The presiding officer shall decide all questions of order and priority in debate. Any Council Member may appeal from the decision of the presiding officer. On every appeal so taken, the presiding officer shall have the right to give reasons for the decision and the Council Member appealing shall be permitted to explain the basis for his or her appeal. The question on any appeal shall then be: “Shall the decision of the presiding officer be sustained?” No other business shall be in order until the appeal has been decided by majority vote without debate.

SECTION 4. Voting.

- A. Roll Call. On the final passage of each ordinance and resolution (**except honorary resolutions**), the appointment of every municipal officer, and on the appropriation of monies (except for the payment of judgments, claims, and amounts fixed by statute), the vote shall be taken by roll call and entered in full upon

the journal. At the discretion of the presiding officer, or on request of any Council Member, the vote on any question shall be taken by roll call.

- B. Proxy Voting Prohibited. No Council Member shall cast a vote for another Council Member. Council Members must be within the chamber to cast a vote, and no Council Member not within the chamber at the time a vote is conducted shall be recorded as casting a vote on that matter.
- C. Change of Vote. A Council Member has the right to change his or her vote until the result of the vote is announced by the presiding officer.

SECTION 5. Reconsideration. After the pronouncement of any decision upon any question, and before the adjournment of that meeting, any Council Member who voted with the prevailing side may move for reconsideration thereof, which shall require a majority vote for passage. Once a motion to reconsider any matter has passed or has been rejected, no further motion to reconsider the same subject matter shall be in order except by the unanimous consent of all Council Members present.

SECTION 6. Rescission of Previous Action. Any previous action of the City Council which may properly be rescinded may be considered provided proper notice is given at a previous meeting or session other than the meeting or session at which such action was taken, and shall require a majority vote for passage; or, such action may be rescinded without prior notice upon a two-thirds vote of all Members.

SECTION 7. Presentation of Official Acts to the Mayor. All official acts of the City Council, except those pertaining to its own organization, rules, and procedures, are subject to the consideration and approval of the Mayor. Within five days of such presentation (Sundays excepted), the Mayor must either: 1) approve and sign the action(s); or 2) veto the action(s) and return the same together with the Mayor's objections thereto to the City Clerk. If the Mayor returns any ordinance, resolution, or other act of the City Council within the allotted five-day period without having signed the same, it shall be deemed to have been approved without the Mayor's signature.

SECTION 8. Consideration of Mayoral Veto. Any action vetoed by the Mayor shall be reconsidered at the next regular meeting of the City Council. The reconsidered action shall be placed before the City Council in the same form, without amendment or substitute, and the question put to the City Council shall be: "Shall the decision of the City Council stand, notwithstanding the veto of the Mayor?" If two-thirds of all Members vote in the affirmative on the question, then the veto of the Mayor shall be overturned. In the absence of a two-thirds vote of all Members, the veto of the Mayor shall be sustained.

IX. ORDINANCES & RESOLUTIONS

SECTION 1. Ordinances – Manner of Introduction. An ordinance may be introduced only by a Council Member who, at a previous meeting or session, shall have given notice thereof; or by any committee when the subject matter of the ordinance shall have been first referred to the committee at a previous meeting or session of the City Council. A Council Member need not be present at the meeting to offer a notice of intent to introduce. Upon introduction, the presiding officer shall refer the proposed ordinance to the appropriate committee having jurisdiction over the subject matter. Where required by law, or deemed necessary by the City Council, the committee to whom an ordinance is referred shall conduct a public hearing on said ordinance. The public hearing may be conducted concurrently with the regular committee meeting to which the ordinance is referred. Upon introduction and referral of an ordinance to the appropriate committee, the chair of that committee may at that time announce the time and place of the public hearing to be held on the ordinance.

SECTION 2. Ordinances – Title, Author(s) & Enacting Clause. The subject of every ordinance shall be expressed in its title, which shall embrace one subject. Immediately preceding the title shall be the name of the Council Member(s)

introducing the ordinance, who shall be its author(s). The enacting clause of each ordinance shall be “The City Council of the City of Minneapolis do ordain as follows:”.

SECTION 3. Ordinances – Number of Readings. Generally, each ordinance shall receive a minimum of two readings, conducted on separate dates. After introduction and referral, the ordinance is subject to perfection through the ordinary amendment process. Notwithstanding this general requirement for two separate readings, an ordinance may, by unanimous consent of all Council Members present, be introduced without previous notice and passed by a unanimous vote of the City Council at the same meeting or session.

SECTION 4. Ordinances – Enactment Procedure. Ordinances shall be passed by a majority vote of all Members, taken by yeas and nays. After an ordinance has been passed by the City Council, the Clerk shall engross all amendments, if any, and produce an official, conformed copy which shall be transmitted to the Mayor. If approved by the Mayor, or if the Mayor’s veto is overturned by the City Council, the City Clerk shall assign the ordinance a number and enroll the same in the permanent records of the City. Each enacted ordinance shall become effective upon publication in the City’s official newspaper unless an alternate effective date is provided within the ordinance. If an alternate effective date is provided within the ordinance, then the ordinance shall become effective upon the date stated within the ordinance.

SECTION 5. Ordinances – Return to Author. Any proposed ordinance may, after it has been introduced and given its first reading, be by motion returned to its author.

SECTION 6. Resolutions. When necessary, the City Council may exercise its powers through the adoption of resolutions where the same may not suitably be done through the enactment of an ordinance. Whenever required, by law or otherwise, the City Council shall act by resolution, which shall require a vote of a majority of all Members, taken by yeas and nays.

SECTION 7. Ordinances & Resolutions – Expiration. At the organizational meeting of City Council, following the regular municipal election, the City Clerk shall cause to be presented a report listing all ordinances, resolutions, and other matters introduced and referred to committee during the previous four-year term which remain undisposed and have not been reported on by a standing committee. The City Council may direct any or all such matters to be re-introduced and re-referred; otherwise, all such matters as reported by the City Clerk shall be deemed to have expired.

X. JOURNAL & RECORDS

SECTION 1. Journal of Proceedings. The Journal is the official, legal record of the proceedings of the City Council, evidencing the acts, orders, and judgments made by its authority, pursuant to law. For each meeting, the contents of the Journal shall provide a parliamentary chronology of all actions had on every matter of business, from introduction through final disposition. Every vote conducted by roll call shall record how each Council Member voted on a particular matter.

SECTION 2. Petitions & Communications. Petitions, communications, or other papers addressed to the City Council shall be presented by a Council Member or by the City Clerk.

SECTION 3. Publication. Official notices, advertisements, and other matters which, by law, are required to be published shall be published for the prescribed period. In adopting these rules, the City Council hereby authorizes and empowers the City Clerk to summarize proceedings, including ordinances, resolutions, notices, and other materials, to the extent practicable, as allowed by state law. The City Council shall arrange payment for the statutory charges for publication, and proof of publication shall be obtained by and filed with the Office of City Clerk.

Section 4. Codification. The City Clerk, with assistance from the City Attorney, shall be responsible for codifying ordinances of a general and permanent nature having the character of public laws. When codified and approved by the City Council, this compilation of ordinances shall be designated the Minneapolis Code of Ordinances. For that purpose, the Clerk is authorized to make necessary corrections in the text and formatting of the Code, or of individual ordinances, including but not limited to the correction of clerical errors, references and citations, numbering, and similar matters. A copy of the full Code of Ordinances shall be made available for public inspection and purchase through the Office of City Clerk.