

**RULES  
OF  
THE EXECUTIVE COMMITTEE**

**RULE 1. PURPOSE**

The Executive Committee shall perform the following functions:

- A. Direct the labor negotiations of the City. Final labor contracts must be referred to the appropriate City Council committee and approved by the City Council.
- B. Receive information on new ideas and programs and review policy issues placed on the agenda by the Mayor or any Council Member. Refer such matters to the appropriate City Council committee for further action.
- C. Recommend to the City Council, by referral to the appropriate committee, management policies and administrative procedures within the City and when established and directed by the City Council, implement those policies and procedures.
- D. Provide:
  - 1. Arrangements for ceremonial functions
  - 2. Coordination of inter-agency issues

**RULE 2. MEMBERS**

The Executive Committee shall consist of the Mayor, the President of the City Council, and up to three additional members of the City Council; provided, however, that all members of the Executive Committee are not of the same political party unless the Mayor and all members of the City Council are all members of the same political party.

**RULE 3. OFFICERS**

The Mayor is the Chair of the Executive Committee and shall preside at all Committee meetings. In the absence of the Mayor, the Council President shall chair Executive Committee meetings.

#### **RULE 4. MEETINGS; QUORUM**

Except as permitted by law, all meetings of the Executive Committee shall be open to the public. Four members of the Executive Committee shall constitute a quorum. The date and time of regular meetings shall be established by the City Council in its bi-annual organizational meeting. The City Clerk's Office shall maintain a schedule of the Executive Committee's regular meetings. Special Executive Committee meetings may be called by the Mayor. Special Executive Committee meetings shall be called upon the written request of four members of the Committee. All special meetings will be noticed in accordance with the Minnesota Open Meeting law.

#### **RULE 5. APPOINTMENTS**

The Executive Committee shall consider and evaluate all qualified candidates prior to appointing City officers pursuant to City Charter Chapter 3, Section 4. After making an appointment, the Executive Committee shall refer its appointments to the appropriate standing committee of the City Council.

#### **RULE 6. DISCIPLINE; REMOVAL**

The Executive Committee shall follow the following procedure prior to submitting to the City Council for approval the discipline or removal of any officer it has appointed:

- A. Investigate all relevant facts by examining documents, interviewing witnesses or reading their signed statements, and interviewing the officer.
- B. Prepare specific allegations of misconduct and list all rules, regulations, standards, or laws involved.
- C. Permit the officer involved a reasonable amount of time to review those allegations and to respond to them.
- D. Prepare and forward to the appropriate City Council committee written findings of fact and conclusions.

#### **RULE 7. MOTIONS; VOTING**

Motions do not have to be seconded. The "yeas" and "nays" shall be called on any question. Voice votes are permitted. Every member present who declines to vote shall be recorded as

“declining to vote.” Every member who is absent shall be recorded as “absent”. Voice votes are permitted. Three affirmative votes are required for Committee action.

#### **RULE 8. DEBATE**

There is no limitation on the number of times a Committee member may speak on a question.

#### **RULE 9. STAFF**

The City Coordinator shall staff the Executive Committee and prepare agendas and other materials which shall be available to the Committee members prior to any regular meeting.

The City Clerk’s Office shall maintain records of the proceedings of the Executive Committee.

#### **RULE 10. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Executive Committee in all cases to which they are applicable and are not inconsistent with these rules.

#### **RULE 11. SUSPENSION OF THE RULES**

Any rule of the Executive Committee may be suspended by a vote of four members.

#### **RULE 12. AMENDMENT OF RULES**

The Executive Committee’s Rules may be amended at any regular meeting of the Executive Committee by an affirmative vote of four members; provided, the proposed amendment has been submitted in writing at the previous regular meeting.