

**REORGANIZATIONAL MEETING  
AGENDA – VIRGINIA CITY COUNCIL  
JANUARY 4, 2010 – 5:30 P.M.**

1. Call meeting to order.
2. Swearing in of Councillors.
3. Election of Acting Mayor.
4. Set day and time of Council meetings.
5. City Council Conduct and Guidelines.
6. Rules of Procedure:
  - A. Review guidelines for City Council meetings, public hearings and committee meetings.  
(If approved, adopt Resolution.)
7. Appointment of Committees.
  - A. Standing City Committees.
  - B. Commission Liaisons.
  - C. Other Committees.
8. Regional Radio Board representative.
9. Adjourn.

# CITY OF VIRGINIA

#5

327 FIRST STREET SOUTH • VIRGINIA, MINNESOTA 55792-2623

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## CITY COUNCIL CONDUCT AND GUIDELINES

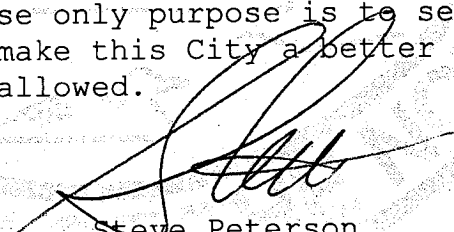
The City Council is elected by the citizens of Virginia to represent their concerns and to set City policy to the best of their ability.

All business pertinent to the betterment of the City will be discussed in a structured committee setting. All action will be approved by a majority vote of the City Council.

No individual City Councillor will direct, instruct or take any action with regards to City employees, personnel, commissions, committees or citizens of Virginia without prior approval from the City Council.

All operational changes must come before the City Council for discussion. Any questions concerning departmental operations or job duties shall be directed to the City Operations Director and not to individual employees.

Our mission for the next two years is to work together as a unified City Council, whose only purpose is to serve the citizens of Virginia and make this City a better place. No personal agendas will be allowed.



Steve Peterson  
Mayor

**COUNCIL CHAMBERS**

#6

Resolution No.

City of Virginia, Minnesota, **January 4, 2010**

**Resolution approving guidelines for City Council meetings, public hearings and committee meetings**

Resolved by the City Council of the City of Virginia, that

WHEREAS, the City Council feels it is necessary to set guidelines for efficient functions of City Council meetings, public hearings and committee meetings,

NOW, THEREFORE, BE IT RESOLVED to adopt the following guidelines:

**SCHEDULING**

- A. City Council Meetings
  - 1. Regular meetings to be held at 6:30 P.M. on the second and fourth Tuesdays.
  - 2. Special meetings to be held at 6:30 P.M. on the first or third Tuesdays.
  - 3. Emergency meetings will be scheduled by the Mayor, as required.
- B. Public Hearings
  - 1. If possible, public hearings will held at the beginning of a regular City Council meeting.
- C. Committee Meetings
  - 1. Each committee chair will set a regular meeting date and time.
  - 2. All committee meetings will be held in the Council Chambers.

**COUNCIL AGENDAS**

- A. Agenda Deadline
  - 1. Agenda items should be submitted to the City Clerk by noon of the Thursday prior to a City Council meeting.
  - 2. Councils packets will be available by 2:00 P.M. on the Friday prior to the City Council meeting.
  - 3. Council packets will be mailed on Friday, unless arrangements are made to hold them at City Hall.
  - 4. Emergency agenda items may be added by the Mayor.
- B. Agenda Items
  - 1. Public Forum.
    - a. Speakers will be limited to five minutes, with the Mayor having the authority to extend the time limit.
  - 2. Consent Agenda will include:
    - a. Travel requests.
    - b. Variances, as recommended by the Planning and Zoning Commission.
    - c. Licenses.
    - d. Routine contracts and items.

3. Appearances.
  - a. Information regarding attendee and subject will be provided to the City Clerk's office.
  - b. Time will be limited to ten minutes. Mayor has authority to extend time.

#### **CONDUCT FOR MEETINGS**

1. Roberts Rules of Order will be used as a guide.
2. Mayor will introduce the agenda item.
3. Mayor will recognize a department head or Councillor to provide pertinent information regarding the agenda item.
3. Mayor will recognize each Councillor once to address an item, prior to recognizing them a second time. The Mayor will also attempt to observe this rule.
4. Roll calls will be rotated on a continual basis on split votes, including the Mayor.

#### **DEPARTMENT HEADS**

1. Department heads will not be required to attend the City Council meeting, unless requested in advance.

Moved by Councillor      supported by Councillor      that the above resolution be adopted.

Ayes:

Nays: