

COUNCIL CHAMBERS

Resolution No. **12025**

City of Virginia, Minnesota, **January 3, 2012**

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. Variances, as recommended by the Planning and Zoning Commission.**
 - b. Licenses.**
 - c. 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.**
4. **Unfinished Business.**
5. **Discussion Items.**
6. **Committee Reports.**
7. **Commission Liaison/Department Head Reports.**
8. **Adjournment.**

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 **Cuffe** supported by Councillor **Ralston** that the above resolution be adopted.

Ayes: **Councillors Cuffe, Littlewolf, Ralston, Baribeau, Sipola, Russo, Mayor Peterson - 7**

Nays: **None**