



**RULES OF PROCEDURE & CODE OF CONDUCT**

for

**THE ROCHESTER, MN CITY COUNCIL**

As Adopted  
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## ARTICLE 1: Rules of Procedure

### Rule 1. Meetings

- A. Regular Meeting.** Regular meetings of the Rochester City Council (Council) shall be held at 6:00 p.m. on the first and third Monday of every month in the Council Chambers unless otherwise noticed.
1. If the first or third Monday falls on a City holiday, Christmas Eve, or New Year's Eve, the regular meeting shall be held at 6:00 p.m. on the next Wednesday, or on any other day convenient for the Council, subject to proper noticing guidelines as prescribed by open meeting law.
  2. No fixed duration applies to regular Council meetings; however, any public hearing beginning after 10:15 p.m. would be opened and continued to the next regular meeting and be placed at the top of the order of public hearings.
- B. Study Session Meetings.** Study session meetings may be scheduled by the Council as needed. Regular study session meetings shall be held in the Council Chambers at 3:30 p.m. on Mondays when no regular meeting of the Common Council is scheduled.
- C. Special Meetings.** A special meeting, or any change in the time or location of a regular meeting, may only be called by the Mayor, Council President, or any two Councilmembers by notifying the City Clerk. The City Clerk shall notify each member of the Council and notice the meeting pursuant to state and municipal law.
- D. Quorum.** Four Councilmembers shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date.
- E. Conducting or Attending a Meeting by Interactive Technology.**
1. A meeting of the Council may be conducted via interactive technology as long as:
    - a. The Presiding Officer, Chief Legal Counsel, or Chief Administrative Officer for the Council determines that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared;
    - b. All members of the Council participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
    - c. Each location at which a member of the body is present is open and

- accessible to the public;
  - d. Members of the public present at the regular meeting location of the Council can hear all discussion and testimony and all votes of the members of the Council, unless attendance at the regular meeting location is not feasible due to a health pandemic or emergency declaration;
  - e. At least one member of the Council, as well as the chief legal counsel or their designee, or the chief administrative officer or their designee is physically present at the regular meeting location, unless unfeasible due to a health pandemic or emergency declaration; and
  - f. All votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.
2. A meeting of the Council may be conducted via interactive technology if the requirements of Rule 1.E.1 are met, although a member of the Council may participate from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:
- a. The Councilmember is serving in the military and is at a required drill, deployed, or on active duty; or
  - b. The Councilmember has been advised by a healthcare professional against being in a public place for personal or family medical reasons.

**F. Breaks.** During all regular, special, and study session meetings, the Council shall take a break, not to exceed 10 minutes, after 90 to 120 minutes of meeting time. The break shall occur between agenda items, if practical, and shall be called by the Presiding Officer.

## **Rule 2. Presiding Officer**

- A. Conduct of Meeting.** The Presiding Officer at all meetings of the Council shall be the Councilmember-at-large, also known as the Council President, and, in the Council President's absence, the Presiding Officer shall rotate as follows: Ward One Councilmember, January and July; Ward Two Councilmember, February and August; Ward Three Councilmember, March and September; Ward Four Councilmember, April and October; Ward Five Councilmember, May and November; and the Ward Six Councilmember, June and December. The Presiding Officer shall conduct the business and deliberations of the council under these rules. Specifically, the Presiding Officer shall:
- 1. Preserve order and decorum in the Council chambers.
  - 2. Observe and enforce all rules adopted by the Council for its government.

3. Decide all questions on order, in accordance with these rules.
4. Recognize members of the Council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the Council have had an opportunity to be recognized and heard.
5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The Presiding Officer shall have the authority to suspend such person's right to speak, subject to the Council's right to overrule such decision.

**B. Absence of Mayor.** In the Mayor's absence, the Council President shall be the acting Mayor and shall have all powers of the Mayor, except the power to veto.

### **Rule 3. Remarks and Debate**

- A. Speaking to the Motion.** Councilmember remarks are limited to a total of eight minutes on each agenda item. Councilmembers may forfeit their time to speak to another Councilmember without a vote. For purposes of this section, questions asked of City teammates, applicants, or the public are not included in the limitation on the number of times spoken or the length of time spoken.
- B. Interruption.** No member of the Council shall interrupt or argue with any other member while such member has the floor.
- C. Courtesy.** Members of the Council shall be courteous in their language and demeanor in the discussion, comments, or debate of any matter, and shall not engage in disorderly behavior, make personal comments, derogatory remarks, or insinuations in respect to any other member of the Council, any City teammate, or the public.
- D. Discipline.** If a member of the Council violates these rules, the Presiding Officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the Council may, under a point of order, call the Presiding Officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
- E. Challenge.** Any member of the Council shall have the right to challenge any action or ruling of the Presiding Officer, or member, in which case the decision of the majority of the members of the Council present, including the Presiding Officer, shall govern.
- F. City Teammates.** The City Administrator, City Attorney, and the City Clerk or their designees shall have the right to enter into a discussion of any matter coming before the Council. Other City Teammates may enter into a discussion through

the City Administrator or designee or when asked a direct question by a member of the Council. When City Teammates provide presented materials on agenda items, presentations should be brief, not-to-exceed 15 minutes. City Teammates may attend meetings virtually but must be able to be clearly heard and seen while giving testimony before the Council.

#### **Rule 4. Order of Business**

**A. Order of Business.** The order of business shall be as follows:

1. Pledge of Allegiance
2. Open Comment Period
3. Call to Order/Roll Call
4. City Administrator Report
5. Mayor Report
6. Order of Agenda
7. Consent Agenda
8. Public Hearings
9. Reports and Recommendations
10. Ordinance Readings
11. Council Initiated Actions
12. Tabled Items
13. Other Business
14. Adjournment

**B. Consent Agenda.** All matters listed under the consent portion of the agenda are considered routine by the Council and will be voted on in block by one motion. There will not be separate discussion of these items. City Teammates shall have discretion on what items are placed on the consent agenda.

**C. Pulling Consent Agenda Items.** Any Councilmember may have any item removed from the consent agenda before voting has finished on said agenda for separate consideration without a second or a vote (*see 2.03(A)(iii) for considerations on timing.*)

#### **Rule 5. Motions**

**A. Making a Motion.** For an item to be brought to the floor, a Councilmember shall make a motion. Items shall be brought to the floor in the order of the agenda.

**B. Seconding a Motion.** Generally, motions must receive a second for action. A motion that has been seconded cannot be withdrawn without the expressed.

consent of the seconder. When a second is made, the Presiding Officer will state the names of the respective Councilmembers making and seconding the motion. When a motion does not receive a second, it dies.

**C. Motions – No Second Required.** The following motions do not require a second:

1. all for Nominations.
2. Request for a Roll Call vote.
3. Point of Order (*see Rule 5.E.3*).
4. Withdrawing a Motion (*before a second has occurred*).
5. Calling the Previous Question (*or colloquially “calling the question”*) (*see Rule 5.E.5*).
6. Withdrawing a Second.

**D. Amending a Motion.** Generally, any Councilmember may move to amend a pending main motion. Amending the main motion may not go more than two amendments deep before a vote must occur to dispense with the most recent amendment. Second-tier motions to amend must be germane to the first amendment, and all amendment motions must be dispensed with before a new amendment to the main motion can be made.

**E. Common Motions Defined.**

1. **Continue to a Date Certain.** Any Councilmember may move to continue an item to a date certain which will delay consideration of an item until a specified date.
2. **Table (Postpone Indefinitely.)** Any Councilmember may move to table an item, which will delay consideration of an item until an unspecified date.
3. **Point of Order.** Any Councilmember may raise a point of order at any time. A point of order means that the Councilmember is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the Presiding Officer for a ruling. The member may appeal the Presiding Officer’s ruling to the Council, which may affirm or overrule the Presiding Officer’s ruling by a majority vote of the Councilmembers present. The initial point of order directed to the Presiding Officer or the Council does not require a second and is not subject to amendment.
4. **Reconsideration.** No motion to reconsider a vote shall be in order except by a Councilmember who voted on the prevailing side during the same or next meeting. Any member of the Council shall have the right to change their vote at any time before final action is taken.
5. **Calling the Previous Question.** Any Councilmember may call a vote on the motion (Calling the “Previous Question”). If a Councilmember “calls the question,” the Presiding Officer shall allow any Councilmembers that have not



spoken to the motion one chance to speak. The Presiding Officer shall then call for a vote, after which a vote shall take place.

**I. Precedence of Motions.** When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:

1. To adjourn. (Not debatable.)
2. Point of Order (Not debatable, no second required.)
3. To call the question. (Not debatable.)
4. To remove an item from the agenda.
5. To lay on the table. (temporarily table within a single meeting.)
6. To call the question. (Not debatable, no second required.)
7. To continue to a date certain.
8. To amend.
9. To substitute.
10. To table (postpone indefinitely.)
11. Main motion.
12. Motion to reconsider.

**F. Discussion on the Motion.** The Council may discuss a pending motion only after the motion has been moved and seconded unless otherwise specified.

**G. Approval or Denial.** If a motion is made to approve any application or other action where the Council has a quasi-judicial matter before it, and the Council does not approve the motion, one of the Councilmembers voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A Councilmember may ask the City Attorney or other Teammates to assist them in stating the reasons for denial.

**H. No Opposition.** If the Presiding Officers determines there is no opposition to a motion, the Presiding Officer may ask if there is any objection to the proposed action. If there is none, the Presiding Officer shall announce the result. In this situation the action shall be done by unanimous consent.

## **Rule 6. Suspension of Rules**

No rule shall be suspended except by a 2/3 vote in the affirmative by the Councilmembers present at the meeting. A motion to suspend a rule is not debatable. The vote on the motion to suspend may be by voice vote of the Council, unless a member requests a roll call.

## **Rule 7. Ordinances**

Reading of ordinances shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance. A full reading shall not be required unless requested by any Councilmember and a majority vote of the Councilmembers present.

**Rule 8. Robert's Rules of Order**

Robert's Rules of Order (newest revision) shall govern any questions of practice or procedure not provided for by these rules.

**Rule 9. Amending these Rules**

Amendments to these rules shall be made by resolution and shall require a 2/3 vote in the affirmative by the Councilmembers present at the meeting.

## **ARTICLE 2: Code of Conduct**

### **CHAPTER 1. Roles and Responsibilities**

#### **1.01. Whole Council**

The Council as a whole is a policy-making board and as such, it is not the duty of the Council to administer the day-to-day operations of the City. Many items will come before the Council as required by City ordinance, but many issues are more discretionary in nature. It is important that the Council and the City Teammates work together to differentiate between administrative duties which are relevant to Teammates, and those decisions which are of a policy-making nature and should come before the Council. All Councilmembers, including those serving as Presiding Officer, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

#### **1.02. Council President**

In addition to Section 1.01, the Council President presides over official Council meetings.

#### **1.03. Annual Appointments to Various Committees, Seating Upon the Dais**

**1.03(A).** At the first meeting of the City Council annually, Councilmembers shall approve their appointed positions to various boards, commissions, or committees, as dictated by City Ordinance, City Charter, state law, and various joint powers agreements. The Council President will provide a list of recommended appointments, taking into account a survey of Councilmember preferences as conducted by City Administration and shared with the Council President.

**1.03(B).** The document listing the annual appointments to various committees provided at the meeting shall denote which appointments have full voting privileges vs. voluntary involvement and/or advisory capacity only. A Councilmember serving in a voluntary capacity and as an informational conduit for the Council should not attempt to influence the votes of other board, commission, or committee members.

**1.03(C).** The seating on the dais of the Mayor and the Councilmembers shall be by consecutive Council ward number from left to right and from smallest number to largest number when facing the dais, starting with the Mayor. The Council President shall be in the middle. The City Administrator shall be seated on the opposite end from the Mayor.

## **CHAPTER 2. Internal Council Conduct**

The Council exists to work in the interest of the public. The Council should strive to work as a team in achieving the best outcome for the community. The Council should conduct business in a civil, efficient, and cooperative manner with other members of the Council and City Teammates. It is incumbent upon the members of Council to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

### **2.01. City Teammates and the Public**

Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes outlined in federal, state, and City laws and ordinances. City of Rochester policy dictates that elected officials and advisory board members conduct business in a manner which, both internally and in relation to each other and their constituencies, is free from illegal discrimination based on race, color, creed, religion, national origin, sex, disability, age, marital status, socio-economic status, or sexual orientation.

### **2.02. Recording, Livestreaming, and Broadcasting Meetings**

**2.02(A).** All regular business meetings and special business meetings of the City Council are public meetings under the provisions of Minnesota State Statutes. Executive (closed) sessions of these meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the Council are required to be made and retained by the City Clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, are available to the public following approval of the minutes by the Council. Each of the Council meetings is to be broadcast in real time on the City Council Meeting Livestream, and audio/video-recorded via the same Council livestream. Those recordings of meetings will become an official part of the approved minutes. Audio/video (“video”) recording of each meeting will then be made available to the public through the City’s internet website via the Council Meeting page.

**2.02(B).** In addition to the livestreaming and recording of the regular business meetings, there will be a cable broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the City, and beyond. Each entire meeting is recorded as hereinafter specified.

**2.02(B)(i). Regular Business Meetings and Special Business Meetings.**

Regular business meetings and special business meetings, including emergency meetings, shall be video recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session or during breaks as prescribed in the Rules (Rule 1, Sec. F.) Further business may be conducted by the Council following an executive (closed) session. The livestream recording will follow the same period of recording.

**2.02(B)(ii). Emergency Meetings.**

Audio recording of special meetings shall be made by the City Teammates unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made either by the City Clerk or another available City teammate.

**2.02(B)(iii). Executive (Closed) Sessions.**

An executive session of any Council meeting shall be audio recorded from its onset to adjournment with exceptions as provided by Minn State Statutes 13D. The recording shall be confidentially retained by the City Clerk. Such recording shall remain confidential until otherwise directed by law or upon receipt of a valid court order. Any court order received shall be retained by the City Clerk together with the associated recording.

**2.02(C). Council Study Sessions.**

Council Study Session meetings will be available to the public via the City's official livestream and/or the City's YouTube channel, as well as being broadcast live on cable, when the meeting is hosted in the Council Chambers. Study Sessions hosted in a space lacking the capability to livestream to the online feeds or broadcast live to cable will be recorded, re-broadcast to the government access channel, and archived. Exceptions to recording may occur for experiential study sessions or learning sessions (e.g. tours) as allowed by Minn Stat. 13D, but will remain open to the public, and be recorded if possible.

**2.03. Placing Items on the Business Meeting Agenda**

**2.03(A).** Generally, the business agenda for each meeting will be generated by the City Clerk in conjunction with City Administration. The items shall be suggested and prepared by City teammates. Regular business meeting agendas are published by the end of the business day on the Wednesday before the regularly scheduled business meetings.

**2.03(A)(i).** Councilmembers submitting questions regarding items on the agenda by Thursday at 5:00 p.m. may expect a response from City teammates by end of business the next day.

**2.03(A)(ii).** Councilmembers submitting questions regarding business agenda items from Friday through Sunday at 5:00 p.m. can expect a response by Noon on the day of the regular business meeting. Similar timeframes are inferred for meetings scheduled on alternate days due to conflicts with holidays or observances.

**2.03(A)(iii).** Councilmembers wishing to remove items from the “Consent Agenda” portion of the regular business meeting shall do so no later than 1:00 p.m. on the meeting day by notifying the City Administrator and the City Clerk of the item being pulled; Councilmembers shall provide a brief explanation so that the body may be notified. Councilmembers are also encouraged to share whether they intend to have Other Business by 1:00 p.m., including a topic when possible.

**2.03(B).** A Councilmember may request an item be considered on a future agenda by submitting a Council initiated action (CIA) form to City Administration, along with a second by another Councilmember. In order to allow sufficient time for administration to review and City Teammates to research the matter, the request shall immediately enter a review period of 15 business days. The requesting Councilmember shall submit all written material associated with the request to the City Clerk within the fifteen-day review period for distribution to the Council. Following administrative review, the CIA shall be placed on the next possible meeting agenda. The request may be placed sooner, or later, due to time constraints at the discretion of City Administration.

**2.03(C).** The Mayor may request an item be considered on a future agenda by submitting a request to City Administration. The request shall immediately enter a review period of 15 business days. Following this review, the request shall be placed on the next possible meeting agenda. The request may be placed sooner, or later, due to time constraints at the discretion of City Administration. The Mayor shall submit all written material associated with the request to the City Clerk within the fifteen-day review period for submission to the Council.

**2.03(D).** Any board or commission of the City may request an item be considered on a future agenda under reports and recommendations by majority vote of the board or commission. The City Teammate advising the board or commission shall work with City Administration to place the item on the agenda and shall submit all written material to the clerk at least ten days prior to the meeting.

#### **2.04. Requesting a Study Session**

A Councilmember may suggest an item be presented in a study session meeting to acquire information. Said item shall be put in the queue to be placed on a scheduled study session agenda, provided a second to the proposal is received from another Councilmember.

#### **2.05. Travel Policy & Expenditure Guidelines**

Councilmembers shall follow the same travel policies and expenditure guidelines as City employees generally, with budgeted travel dollars distributed evenly among Councilmembers, in compliance with adopted [Resolution No. 296-22](#). Training and travel requests shall be made through City Administration, and an Administration Teammate will book and register the Councilmember accordingly to assist and ensure that the spirit of travel policy is met, including, but not limited to, reasonable airfare, length of stay, and meal reimbursement as allowed.

### **CHAPTER 3. Council Conduct with City Teammates**

#### **3.01. Direction to Teammates for Projects**

Direction is given to the City Teammates to pursue items that generally impact the public policy of the City by determining that there is little or no opposition during a study session, or through a direct binding majority vote of the Council at a special or regular business meeting. This majority direction can occur either by bringing forward a CIA (see 2.03(B)) or by making a motion under other business on the regular business agenda. Once the direction is given, the City Administrator shall assign the work to a Teammate, or advise the Council that the City needs additional City staffing to carry out the task. City Teammates, including the direct employees of the Council (the City Administrator and City Attorney), are not obligated to pursue items for only one Councilmember. If a Councilmember wishes to ask City Teammates to work on an item requiring more than thirty minutes, they must receive the consent of the Council as denoted above in this paragraph.

#### **3.02. Request for Information on Non-Agenda Items**

City Teammates carry out the day-to-day business of operating the City. The Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with City teammates should flow through the City Administrator. If a Councilmember is asking for information from City Teammates that will require more than thirty minutes of their time to collect and/or research a problem and prepare a response, the request will need to be approved by the Council to ensure that Teammate resources are allocated in accordance with overall Council priorities.

### **3.03. Interaction with City Teammates**

It is not appropriate for Councilmembers to admonish City Teammates when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the City Administrator, and if an issue is identified that needs to be addressed by the whole Council, it will be brought forth accordingly. In any event, there shall be no personal attacks on City Teammates.

### **3.04. Connecting Residents with Teammate Resources**

Councilmembers are encouraged to generally avoid addressing individual community member issues during the Other Business section of Regular Council business meetings. In day-to-day community interactions, Councilmembers need not act as intermediaries between City teammates and community members when advocating for a community issue brought directly to the Councilmember. Councilmembers may connect community members to the appropriate City resource when contacted about various issues by reaching out to Administration or Department Heads and requesting follow-up as needed. Administration or Department Heads shall address the issue or delegate it to the appropriate teammate for follow-up. Further follow-up with the Councilmember by Administration or Department Heads for informational purposes may occur if necessary.

## **CHAPTER 4. Council Conduct with the Public**

### **4.01. Public Meetings**

Making the public feel welcome is an important part of the democratic process. Information for the public on Council meeting procedures as well as guidelines for addressing the Council are outlined in Appendix A and B and shall be followed at all times. Recognizing that the actions of each Councilmember impact the public perception of the whole Council, Councilmembers shall strive to treat the public with respect.

### **4.02. Disruption of Public Meetings**

Any member of the public will be allowed to appear and speak before the Council during open comment periods and public hearings, subject to time limitations addressed in Appendix A, unless the member of the public disrupts or otherwise impedes the orderly conduct of any Council meeting, hearing, or other proceeding of the Council. Disruption is defined generally as, but not limited to, using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If, after receiving a warning from the Presiding Officer, a person persists in such conduct or



otherwise continues to disrupt the meeting, the Presiding Officer, pursuant to the rules adopted by the Council, may expel the member of the public and direct them to leave the meeting. Any Councilmember may appeal the order of the Presiding Officer, and upon a majority vote of the Council, such order of the Presiding Officer may be set aside. Such a vote is undebatable. Such a person may be readmitted at a future meeting as long as there are not further disturbances or disruptions by such person at that public meeting. Nothing herein shall limit or restrain negative, positive, or neutral commentary about the manner in which an individual employee, officer, official, or Councilmember carries out their duties in public office or employment.

**4.02(A).** To preserve the order and decorum of City Council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers, or computers should be turned off or set to vibrate.

#### **4.03. Written Public Comment**

Interested parties, or their authorized representatives, may address the Council through written communication about any matter concerning City business addressing the City Clerk, who shall distribute the written communication to Councilmembers. Written communication may also be submitted to the City Council through electronic correspondence at [publiccomment@rochestermn.gov](mailto:publiccomment@rochestermn.gov).

#### **4.04. Individual Councilmembers and Representation of the Council as a Whole**

**4.04(A).** In public settings and/or conversations with community members, individual Councilmembers may reflect on Council decisions and City policy generally but shall refrain from speaking on behalf of the body regarding City business.

**4.04(B).** Councilmembers may not use City letterhead for personal matters.

**4.04(C).** Councilmembers shall refrain from committing the City to outcomes of any kind relating to any project or individual community member's needs when no clear direction has been provided by the Council on such matters.

## **APPENDIX A**

### **CITY OF ROCHESTER, MN COUNCIL MEETING PROCEDURES**

#### **WELCOME TO A MEETING OF THE ROCHESTER CITY COUNCIL**

Rochester City Council welcomes your participation in matters before the Council. When meeting in the Council chamber, members of the Council are seated at the dais and each has a nameplate for recognition. The Council meets generally the first and third Monday of each month at 6:00 p.m. in the Council chamber and holds study session meetings as needed, typically every other Monday at 3:30 p.m., as well as other meeting dates when required.

#### **AGENDA FOR COUNCIL MEETINGS**

Printed meeting agendas are made available just prior to or during the meeting and are placed near the door to the Council chamber. The agenda may also be downloaded from the City's website as soon as the agenda is published, typically the Wednesday prior to the meeting after 3:00 p.m.

#### **COPIES OF AGENDA ITEMS**

Agenda items may be downloaded from the City's website. Any writings distributed during a public meeting will be available for public inspection at the meeting if prepared by City Teammates or a Councilmember. Materials prepared by someone else are available after the meeting as attachments to the meeting minutes.

#### **PUBLIC PARTICIPATION – OPEN COMMENT PERIOD**

The Council welcomes suggestions and comments that meet the needs of the City and improve its operation. The Council also welcomes questions about its responsibilities or decisions. Participants may not speak during the open comment period on items otherwise scheduled for a public hearing at the same meeting. Participants are further encouraged to limit comments generally to topics that are within the scope and jurisdiction of the Council's ability to affect policy.

To address the Council, put your name on the open comment sign-up sheet prior to the meeting, located on a table in the rotunda outside the chamber. Sign-up sheets are available 30 minutes prior to the meeting. Early sign-up is not available. Sign-up is first-come, first-served. When your name is called, please step to the podium and speak into the microphone to address the Council. If unable to sign up before the meeting, an opportunity to speak after the sign-up sheet is exhausted may be given if time permits.

## **PUBLIC PARTICIPATION – PUBLIC HEARINGS**

The Council holds public hearings as required by City ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person, virtually, or in writing. If attending in person, sign in on the public hearing sign-up sheet prior to the meeting, located in the rotunda outside the chamber. Sign-up sheets are available 30 minutes prior to the meeting. Early sign-up is not available. Sign-up is first-come, first-serve. When your name is called, please step to the podium, and speak into the microphone to address the Council. If unable to sign up before the meeting, an opportunity to speak after the sign-up sheet is exhausted will be given by the Presiding Officer before closing the public hearing.

## **RECORD OF SPEAKERS**

A sign-up sheet is provided outside of the Council chamber prior to the meeting. Members of the community shall write their name on the sign-up sheet so they may be recorded in the meeting minutes. The Presiding Officer will ask each person to state their name to introduce themselves before speaking. Community members in attendance who did not sign-up on the designated sheet ahead of time will be asked to check in with the City Clerk after their comments to provide their name for the record.

## **WRITTEN MATERIAL**

Any person providing written or other material to the Council at the meeting shall provide the material directly to the City Clerk and refrain from approaching the dais. The City Clerk shall then disseminate the material to Councilmembers and Teammates as necessary and retain a copy for the official City record.

## **WRITTEN PUBLIC COMMENTS**

Public comments on any topic may be submitted in writing to the City Clerk by mail or email until 3:00 p.m. on the day of the meeting or in-person at the meeting. Written comment forms will be available at the sign-in table should any person present at the meeting prefer to submit a comment in writing as opposed to speaking in-person.

1. **Written public comments offered on a topic not currently in front of the Council.** A written public comment received regarding non-agenda items (an “open comment”), will be distributed to the Council, Mayor, and City Administration.
2. **Open comments submitted in writing regarding items that have already had a public hearing.** Written public comments received by the City Clerk via mail or email after a public hearing has been closed will be distributed to the Council, Mayor, and City Administration but are not entered into any specific meeting record.

- 3. Email and mail-in written comments for open comment and public hearings.** It is strongly recommended that email and mail-in written comments be submitted no later than 12:00 p.m. on the day of the meeting. Mail and email comments received after 12:00 p.m. on the day of the meeting may or may not be circulated to the Council prior to the meeting. Written comments about public hearings will not be accepted after the public hearing is closed unless the comment was written at the same meeting as the public hearing using the available forms. In the event an item was continued and the public hearing remains open, written comments will continue to be received and distributed in the manner described above. Public comments received, if any, will be circulated to the Council and Mayor on or around 1:00 p.m. on the day of the meeting. Public comments received, if any, after 1:00 p.m. the day of the meeting or received in writing in-person at the meeting will be distributed the next day.

### **VIRTUAL ATTENDANCE**

Each City Council agenda will provide a call-in number so members of the public may attend the meeting virtually for listening purposes only. Attendees may also log in as an attendee via Zoom to view and listen to the meeting only.

### **DISABILITY ACCOMMODATION**

City Council meetings are open to the public. Requests for accommodation from persons with disabilities must be made to the City Clerk's office at least 2 business days in advance of a meeting. The City Clerk's office may be reached at 507-328-2900. Anyone who has difficulty hearing the proceedings of a meeting may request a portable listening device from the City Clerk's office. The device works directly from the public address system. The listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the City Clerk's Office at least seven days prior to the date of the meeting to request accommodation.

### **MICROPHONES**

City Council meetings are recorded and televised when held in the Council chamber. To ensure a clear audio signal, public speakers must use the podium microphone when addressing the Council.

### **TIME LIMITS**

The open comment section of the agenda is limited to 20 minutes and each speaker is limited to a total of two (2) minutes. Speakers may not yield time to other speakers during the open comment period. Persons may only speak at one open comment period per calendar month. For all public comments, the Presiding Officer and the clerk shall monitor

a timer. The timer will display a green light to start. The timer will change to yellow when the speaker has one minute left. The timer will display red when the speaker's time has expired.

For public hearings, applicants will have up to 10 minutes to present their item. The Presiding Officer will then open the public hearing, and anyone wishing to speak about the item will be allowed to speak one time for up to five (5) minutes. The public hearing will then be closed. Applicants will have a five-minute rebuttal period following the close of the public hearing to address any concerns. The applicant may remain at the podium to answer follow-up informational questions from the Council if necessary.

### **ELECTRONIC DEVICES**

To preserve the order and decorum of City Council meetings, the volume on all electronic devices, including but not limited to cellular telephones, pagers, or computers should be turned off or set to vibrate.

### **EXECUTIVE (CLOSED) SESSION**

A description of executive (closed) session items will appear when applicable under the adjournment section.

### **MINUTES**

The official minutes of Council meetings are prepared and kept by the City Clerk. The Council reviews and approves the minutes in most cases at the next regular meeting. Copies of approved minutes are available at the City Clerk's office or on the City's website.

## **APPENDIX B**

### **GUIDELINES FOR ADDRESSING THE COUNCIL**

1. Persons attending a City Council meeting may address the Council during the period of time specified on the agenda.
2. Audience members wishing to address the Council should approach the podium, speak directly into the microphone, and state their name before making general remarks.
3. All remarks should be directed to the Presiding Officer. The Presiding Officer may wish to refer any questions to the proper Councilmember or to City Teammates for follow-up at a later time.
4. Public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts, or disturbs the meeting, hearing, or other proceeding.
5. Large groups are encouraged to express their views through a single spokesperson rather than individually. Speakers should observe the time limit. The group representative will not receive additional time. Those who identify as part of the group shall also not receive additional time unless the comment provides substantially different material information. A 2/3 vote in the affirmative of a majority of Councilmembers present may suspend the rules and allow more time for continued public comment.
6. To maintain order, applause or other unnecessary disturbances are not allowed.
7. Petitions should be presented to the City Clerk.
8. Audience members are encouraged to speak before the Council during the designated times as outlined in this document. Audience members cannot make motions or otherwise participate in the meeting.

### **END DOCUMENT**

*Previously revised in accordance with these rules on: August 2, 2021; August 16, 2021; December 13, 2021; November 20, 2023; January 8, 2024.*