



CITY OF VICTORIA
COUNCIL MEETING RULES

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Welcome to a meeting of the Victoria City Council. The Victoria City Council has adopted a set of rules to govern the conduct of its meetings. These “Rules of Procedure” were adopted to provide for a systematic and consistent way to conduct business and provide for participation of the City Council and residents.

City Council Meetings are open to the public and are held in the Council Chambers at 7951 Rose Street, Victoria, MN unless otherwise noticed.

The Mayor or in the Mayor’s absence, the Mayor Pro Tem shall preside at all meetings of the Council and shall have the power to preserve order and decorum at meetings and enforce the City Council Meeting Procedures.

CITY COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS/THE AGENDA

The Agenda is a list of items of business to be considered at the City Council Meeting in the following order:

- | | |
|---------------------------------------|---------------------------------------|
| 1) Call to Order/Pledge of Allegiance | 9) Unfinished Business |
| 2) Adopt the Agenda | 10) New Business |
| 3) Open Forum | 11) Reports of the City Manager |
| 4) Visitor's Presentation | 12) Reports of City Council, Attorney |
| 5) Consent Agenda | 13) Closed Session |
| 6) Finance | 14) Adjournment |
| 7) Donations | 15) Upcoming Meetings Calendar |
| 8) Public Hearing | |

Copies of the Agenda are posted in the official notice box at 7951 Rose Street. The entire packet is available to download off of the City's website at www.ci.victoria.mn.us/AgendaCenter

A Visitor's Presentation must be scheduled with the City Clerk two weeks prior to the meeting. Generally Visitor's Presentations are by other governmental agencies and representatives, non-profit groups and businesses. The City Council will take no official action on Visitor's Presentations.

In accordance with Minnesota Statutes §13D.05 and upon advice of the City Attorney, the City Council may adjourn into Closed Session to discuss non-public information and/or attorney-client privileged information.

CITY COUNCIL MEETING PROCEDURES

COUNCIL VOTING

The City of Victoria is a Statutory Plan B City, with a Mayor and four (4) Council Members all with voting authority. At a minimum, three (3) members of the Council must be present to constitute a quorum for official business to be conducted. Ordinances, Resolutions and Motions of the Council are adopted by a simple majority of the Council members present, unless a 4/5 vote of the entire Council is required by law. The most common items requiring a 4/5 vote are:

- Adoption or amendment of zoning ordinances that change existing zoning from residential to commercial or industrial.
- Adoption or amendment of Comprehensive Plans.
- Street improvement projects that will be paid for with special assessments.
- Summary publications of ordinances.

The publication of an ordinance, or summary of the ordinance, is required to be published in the official newspaper (The Chanhassen Villager) and that ordinance is not effective until publication is complete.

The City Council will take into account the comments from citizens, staff, committees and commissions and the interest of the general public before arriving at a decision, but the final responsibility for making the decision will rest with the City Council. The City Council shall attempt to base its decisions on the premise of protecting the overall general health, welfare, and safety of all of its citizens.

CITY COUNCIL MEETING PROCEDURES

ADDRESSING THE CITY COUNCIL

The Victoria City Council welcomes resident participation and input. Individuals wishing to address the Council are asked to fill out a “Request To Speak Form” and submit it to the Mayor or the City Manager prior to the meeting. When the item is announced, the individual wishing to speak should go to the podium, wait to be acknowledged by the Mayor and then state their name. Individuals shall limit their comments to 5 minutes and address only the subject item being discussed. Individuals may not allocate their speaking time to others and the Mayor may limit the amount of speakers addressing the same topic. The Mayor may allow a speaker additional time to speak on complex issues.

Members of the audience at a City Council meeting shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening or abusive language, whistling, stamping of feet applauding or other acts which disturb, disrupt or otherwise impede the orderly conduct of any City Council Meeting.

Following are opportunities for participation at Council Meetings:

Open Forum: This is an opportunity for citizens to discuss issues with the Council on items not on the agenda. The City Council will take no official action on items discussed at the Open Forum. Items discussed at the Open Forum may be referred to staff for possible consideration at a future meeting.

Consent Agenda: All items listed under the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion on these items unless a Council Member, Staff or Citizen so requests, in which case, the item will be removed from the Consent Agenda and considered immediately following the motion on the consent items.

Public Hearing: Pursuant to law, certain items must be noticed and a public hearing held. Public input will be taken once the Mayor opens the Public Hearing.

Finance, New Business: These items are primarily new in nature and have not been presented to the City Council prior.

Unfinished Business: These items have been reviewed at a prior City Council meeting or are ongoing in nature and are intended primarily for Council discussion and action. It is up to the discretion of the Mayor or by majority vote of the City Council as to what, if any, public comment will be heard on these items.



Request to speak at Council Meeting

Welcome to this meeting of the Victoria City Council. We are pleased that you have taken this opportunity to participate in your City Government. The Council is interested in hearing your concerns and viewpoints. Please fill out your name, address, include the subject you would like to speak about, and turn this form into the Mayor or City Manager prior to the meeting.

Name: _____

Address: _____

Speak During Open Forum, subject: _____

Remove item from the Consent Agenda, Item # _____

Speak about Agenda Item # _____