

## CHAPTER 30 CITY COUNCIL

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### § 30.01 MEETINGS

(A) Regular meetings of the Council shall be held on the first and third Monday of each month at 6:00 pm. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place or on another date as reasonably set by the Council. All meetings, including special and adjourned meetings, shall be held at Cambridge City Hall in Council Chambers, unless otherwise specifically posted.

(B) Special meetings of the Council may be called by the Mayor or by any two members of the Council by writing filed with the City Administrator. At least one day before the meeting the City Administrator shall notify each member of the time, place and purpose of the meeting by causing written notice thereof to be delivered to him or her personally if he or she can be found or, if he or she cannot be found, by leaving a copy at the home of the member with some person of suitable age and discretion. Special meetings may be held without prior written notice when all Council members are present at the meeting or consent thereto in writing. The consent shall be filed with the City Administrator prior to the beginning of the meeting. Any special meeting attended by all Council members shall be a valid meeting for the transaction of any business that may come before the meeting.

(C) At the first regular Council meeting in January of each year the Council shall:

(1) Designate the depositories of city funds;

(2) Designate the official newspaper;

(3) Choose an Acting Mayor from the Council members, who shall perform the duties of the Mayor during a vacancy in the office of Mayor, until a successor has been appointed and qualifies; and

(4) Appoint such officers and employees and such members of boards, commissions and committees as may be necessary.

(D) All Council meetings, including special and adjourned meetings, shall be open to the public.

(E) All regular, special and emergency meetings of the Council shall be conducted in accordance with the Minnesota Open Meeting Law (M.S. Chapter 13D, as it may be amended from time to time) after notice as required by law.

### **§ 30.02 PRESIDING OFFICER**

(A) The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the City Administrator shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their members to act temporarily as presiding officer.

(B) The presiding officer shall preserve order, enforce the Code of Conduct – Council Bylaws as adopted by the City Council.

### **§ 30.03 MINUTES**

(A) Minutes of each Council meeting shall be kept by the City Administrator or his or her designee. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the City Administrator and can be accurately identified from the description given in the minutes.

(B) The minutes of each meeting shall be reduced to typewritten form, shall be signed by the Mayor and attested to by the City Administrator. At the next regular Council meeting, approval of the typed minutes shall be considered by the Council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the Council. If there is an objection, the Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

### **§ 30.04 ORDER OF BUSINESS**

(A) Each meeting of the Council shall convene at the time and place appointed therefor. Council business shall be conducted in the following order:

- (1) Call to order;
- (2) Approval of minutes;
- (3) Consent agenda;
- (4) Work session;

- (5) Unfinished business;
- (6) New business;
- (7) Mayor's Report
- (8) Council Concerns and/or Committee Reports
- (9) City Attorney's Report
- (10) City Administrator's Report
- (11) Adjournment

(B) The order of business may be varied by the presiding officer and a citizen's forum may be placed on the agenda for the meeting held on the third Monday of each month.

**§ 30.05 QUORUM AND VOTING**

(A) At all Council meetings a majority of all the Council members elected shall constitute a quorum for the transaction of business.

(B) The votes of the members on any question pending before the Council may be by voice vote, standing vote or in any other manner of voting which signifies the intention of the members; there shall be a roll call or call out vote and the names of those voting for and against the question shall be recorded in the minutes.

(C) A majority vote of the Council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.

**§ 30.06 ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS AND COMMUNICATIONS**

(A) Every ordinance and resolution shall be presented in writing. All motions shall be recorded in the minutes and stated in full before they are submitted to a vote by the presiding officer. All petitions and other communications addressed to the Council shall be in writing and shall be read in full upon presentation of the same to the Council. They shall then be recorded in the minutes by title and filed with the minutes in the office of the City Administrator.

(B) Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the City Administrator and filed in the electronic records management system. Proof of publication of every ordinance shall be attached to and filed with the ordinance. (Ord. 575, passed 10/15/2012)

(C) Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution or section or subdivision thereof shall be amended by reference to the title alone, but such an amending ordinance or resolution shall set forth in full each section or subdivision to be amended.

**§ 30.07 COUNCIL COMMITTEES**

- (A) All council committees shall be appointed by the Mayor either upon his or her own initiative or upon the majority vote of all of the members of the Council.
- (B) Each council committee shall consist of two members of the Council and the Chairperson of each committee shall be designated by the Mayor. Each committee member shall serve as appointed unless excused by a majority of the members of the Council.
- (C) Any matter brought before the Council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee appointed by him or her for a written report and recommendation before it is considered by the Council as a whole. Each committee report shall be signed by a majority of the members and shall be filed with the City Administrator prior to the Council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.
- (D) Council members may also serve on commissions or other community boards or advisory groups. Each such organization that is recognized by the Council, may have at least one Council member appointed to it, appointed, as in division (A). Any Council member appointed to such organization shall report monthly the activities of the organization in writing.

**§ 30.08 COUNCIL COMPOSITION AND ELECTION**

The Council shall be composed of a Mayor and four Council Members. The Mayor and four Council Members shall be elected at large. Each Council Member and the Mayor shall serve for a term of four years and until a successor is elected and qualifies. The terms of Council Members shall be staggered so that two Council Members are elected during each election period.

The filing fee for municipal office (Mayor and Councilmember) shall be set at \$15.00 pursuant to Minn. Stat. §205.13, subd. 3(b) as may be amended from time to time.

**§ 30.09 SALARIES FOR THE MAYOR AND COUNCIL MEMBERS**

- (A) Effective January 1, 2017, the annual salary of the Mayor of the City of Cambridge shall be \$7,500 for all regular council, special council, and officially assigned committee meetings payable in monthly installments.
- (B) Effective January 1, 2017, the annual salary of each member of the Council of the City of Cambridge shall be \$5,600 for all regular and special council meetings payable in monthly installments.
- (C) Effective January 1, 2007, the Mayor and Council members shall be authorized to receive a per diem fee of \$35 for each meeting attended for the Cambridge Economic Development Authority and officially assigned Planning Commission and Parks Trails and Recreation Commission board meetings.