CITY OF ROCHESTER
PARK BOARD
RULES OF PROCEDURE AND OPERATION

ARTICLE 1: Rules of Procedure

Rule 1. Meetings

A. Regular Meeting. Regular meetings of the Park Board shall be held the first Tuesday of each month beginning at 4:30 p.m. and as publicly posted in accordance with the State of Minnesota's open meeting law requirements.

Ad Hoc Meetings. At the end of each meeting the Board shall decide the date and time of the next meeting. If a date and time cannot be found, the Board shall ask the Board Secretary to find a date and time that will work. All meetings shall be noticed in accordance with State Law.

B. Quorum. A majority of appointed members 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 or hold the meeting but not act on any action items, which must be deferred to the next meeting with a quorum.

Rule 2. Presiding Officer

A. Conduct of Meeting**.** The presiding officer at all meetings of the Board shall be the president, and in the president's absence, the vice-president.

Rule 3. Remarks and Debate

A. Interruption. No member of the Board shall interrupt or argue with any other member while such member has the floor. Exceptions to the rule are described under C and D of this section.

B. Courtesy. Members of the Board in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the Board, staff or public.

C. Discipline. If a member of the Board 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 Board 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.

D. Challenge. Any member of the Board 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 present, including the presiding officer, shall govern.

E. City Staff. The staff designee or liaison shall have the right to enter into a discussion of any matter coming before the Board but they are primarily there to provide technical support, factual information and offer advice.

Rule 4. Order of Business

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

1. Call to Order/Roll Call
2. Approval of Minutes
3. Order of Agenda
4. Open Comment Period
5. Reports
6. Old Business (denote action items)
7. New Business (denote action items)
8. Other Business
9. Adjournment

The order of the agenda can be modified by a majority vote of the Board at the start or during the meeting to accommodate speakers or maintain a quorum for action items.

The open comment period shall be limited to 20 minutes total with each speaker limited to two minutes. No other public comment or participation is allowed, unless there is a legally noticed public hearing.

Rule 5. Motions

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

B. Seconding a Motion. All motions must receive a second for action, except for a call for nominations, withdrawing a motion, and a point of order. If a second is made, the presiding officer will state the names of the respective Board members making and seconding the motion and they will be noted in the minutes of the meeting. If a motion does not receive a second, it dies.

C. Amending a Motion. Any member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first.

D. Postpone to a Certain Date. This motion is used to delay consideration of an item until a specified date.

E. Postpone Indefinitely (Table). This motion is used to delay consideration of an item until an unspecified date.

F. Point of Order. Any member may raise a point of order at any time. A point of order means that the member 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 full Board, which may affirm or overrule the presiding officer's ruling by a majority vote of the members present. A point of order directed to the presiding officer or Board does not require a second and is not subject to amendment.

G. Reconsideration. No motion to reconsider a vote shall be in order except by a member who voted on the prevailing side during the same or next meeting. Any member shall have the right to change their vote at any time before final action is taken.

H. Discussion on the Motion. The Board may discuss a pending motion only after the motion has been moved and seconded.

I. Calling the Previous Question. Any member may call a vote on the motion (Calling the "Previous Question"). If a Board member calls the question, the presiding officer shall allow the members 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.

J. No Opposition. If the presiding officer 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.

<u>Precedence of Motions</u>

A. 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. To remove an item from the agenda.
3. To lay on the table.
4. To call the question.
5. To postpone to a date certain.
6. To amend.
7. To substitute.

8. To postpone indefinitely.
9. Main motion.
10. Motion to reconsider.

Rule 6. Suspension of Rules

No rule shall be suspended except by a two-thirds vote of the Board members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend shall be by voice vote of the members.

Rule 7. Robert's Rules of Order

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

Rule 8. Amending these Rules

Amending these rules requires notification and ratification by the City Council and Mayor.

ARTICLE II: Rules of Operation

In carrying out its duties, several responsibilities for the Board are specified in the City of Rochester Home Rule Charter Chapter 14. In lieu of any specific language reference above for individual Boards, the following should act as the guide.

Rule 1. Membership

Membership shall consist of one member from each ward and one member-at-large, appointed by the Mayor and confirmed by the Common Council, as set out in City of Rochester Home Rule Charter Section 14.00.

Rule 2. Officers

The park board commissioner-at-large, appointed by the Mayor, will serve as president. The secretary of the Board shall be elected by the membership from among its members. The election shall occur at the first meeting of June of each year. Each commissioner elected to an office shall serve until their successors have been elected. If a commissioner should resign or otherwise be unable to serve out his or her term of elected office, the Mayor will appoint a commissioner, subject to council approval, to complete the unexpired term.

Rule 3. Meetings

The Board's meeting agenda will include a time for public comment. There is a 15-minute time limit for public comment. Each speaker is limited to four minutes. The time for public comment can be extended by action (majority vote) of the Board.

Rule 4. Disability Accommodation

Park Board meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the Park Department's office at least 24 hours in advance of a meeting. The Park Department's office may be reached at 507-328-2525.

Rule 5. Transparency Act

All Board meetings shall be audio and visual recorded and available for public viewing within 48 hours of the meeting.

Rule 6. Removal of Members

The appointing authority of the Board may remove any member.

Rule 7. Attendance

Every appointed member of the Board shall be required to attend at least eighty percent (80%) of the regularly scheduled meetings each calendar year of such body unless excused from attendance by the president of that body. The Board shall maintain attendance records which document absences of members from meetings and which indicate whether those absences are excused or unexcused. The President of the Board shall report to the Mayor the name of any Board member who failed to meet the attendance requirement specified above. Failure of any appointed Board member to meet the said attendance requirement shall constitute just cause to remove the individual from that appointed position. The appointing authority may summarily remove that Board member upon a determination that the member has failed to meet the attendance requirement. .

Rule 8. Term Limits

As set forth in City of Rochester Home Rule Charter Section 14.00, each member shall serve for four years. A park commissioner shall be appointed from each odd numbered ward on the second Monday in June in each odd numbered year in which the previous term has expired, and a park commissioner shall be appointed from each even numbered ward on the second Monday in June in each even numbered year in which the previous term has expired. The park commissioner at large shall be appointed on the second Monday in June in each odd numbered year in which the previous term has expired.

Each Board member shall serve the appointed term until a successor is appointed and qualified.