

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 1-300

PROCEDURE OF COUNCIL

1-301 Council Meetings. On the first Monday of January following a regular municipal election, the Council shall meet at the usual place and time for the holding of Council meetings. At this time the newly elected members of the Council shall assume their duties. Thereafter the Council shall meet at such times each month as may be prescribed by ordinance or resolution. The Mayor or any four (4) members of the Council may call special or emergency meetings of the Council. Notices of special meetings shall be delivered personally to each member or shall be left at the member's usual place of residence with some responsible person at least three days before the meeting. Notices of emergency meetings may be made by telephone or any other reasonable method and shall not be subject to any minimal time period. The inability to notify a member of a special or emergency meeting after all reasonable efforts to do so shall not invalidate the meeting. All meetings of the Council shall be public, reasonable notice to the public should be provided in accordance with law, and any citizen shall have access to the minutes and records thereof at all reasonable times. [Revised 2/23/93, Ordinance 1439] [Revised 4/27/93, Ordinance 1450][Revised 3/20/01, Ordinance 1722]

1-302 Secretary of Council. The Council shall choose and may remove a secretary of the Council. The Council may designate any official or employee of the City to act as secretary of the Council. The secretary shall keep a journal of the Council proceedings, keep such other records, and perform such other duties as may be required by the Charter or by vote of the Council. The Council shall choose such other officers and employees as may be necessary to serve at its meetings.

1-303 Rules of Procedure and Quorum. The Council shall determine its own rules and order of business by resolution on the first business day of January. A majority of all members elected shall constitute a quorum to do business. In the absence of a quorum, the members present may adjourn to another time.[Revised 4/27/93, Ordinance 1450]

1-304 Ordinances, Resolutions, and Motions. Except as otherwise provided in this Charter, all legislation shall be by ordinance. The aye and no vote on ordinances, resolutions, and motions shall be recorded unless the vote is unanimous. An affirmative vote of a majority of all the members of the Council shall be required for the passage of all ordinances and resolutions, except as otherwise provided in this Charter.[Revised 4/27/93, Ordinance 1450]

1-305 Procedure on Ordinances. The enacting clause of all ordinances passed by the Council shall be the words: "The City of Coon Rapids does ordain." Every ordinance shall be presented in writing and discussed at the meeting at which it is introduced. At least seven (7) days shall elapse between introduction of the ordinance and its final passage, except as provided for in Section 1-306.[Revised 4/27/93, Ordinance 1450][Revised 8/19/03, Ordinance 1807]

1-306 Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety, or welfare in which the emergency is defined and declared in a preamble thereto, and is adopted by a vote of at least five

(5) members of the Council. No prosecution shall be based upon the provisions of any emergency ordinance until 24 hours after the ordinance has been filed with the City Manager, posted in three (3) conspicuous places, or until the ordinance has been published, unless the person charged with a violation had actual notice of the passage of the ordinance prior to the act or omission complained of. [Revised 2/23/93, Ordinance 1439]

1-307 Procedure on Resolutions. Every resolution shall be presented in writing and discussed before a vote is taken. [Revised 4/27/93, Ordinance 1450]

1-308 Signing and Publication of Ordinance and Resolutions. Every ordinance or resolution passed by the Council shall be signed by the Mayor or by two (2) other members, attested, filed and preserved by the City Clerk. Every ordinance shall be published at least once in the official newspaper. To the extent and in the manner provided by law an ordinance may incorporate by reference a statute of Minnesota, a State administrative rule, a Code, or ordinance or part thereof without publishing in full the material referred to. [Revised 4/27/93, Ordinance 1450]

1-309 When Ordinances and Resolutions Take Effect. A resolution or an emergency ordinance shall take effect immediately upon its passage or at such later date as is fixed in it. Every ordinance shall take effect fifteen (15) days after publication or at such later date as is fixed therein. Every ordinance adopted by the voters of the City shall take effect after election results are certified, or at such later time as is fixed therein.[Revised 4/27/93, Ordinance 1450][Revised 8/19/03, Ordinance 1808]

1-310 Amendment and Repeal of Ordinances and Resolutions. Every ordinance or resolution repealing a previous ordinance or resolution or 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 and shall indicate new matter by underscoring and old matter to be omitted by enclosing it in brackets. In newspaper publication, the same indications of omitted and new matter shall be used except that italics or bold-faced type may be substituted for underscoring and omitted matter may be printed in capital letters within parentheses.[Revised 4/27/93, Ordinance 1450]

1-311 Revision and Codification of Ordinances. The City may revise, rearrange, and codify its ordinances as may be deemed necessary by the Council. Such ordinance code shall be published and copies shall be made available at the office of the City for general distribution to the public at a reasonable charge. If a notice of availability of copies of the codification is published in the official newspaper for at least two (2) successive weeks, that shall serve as sufficient publication of the revision and codification. [Revised 4/27/93, Ordinance 1450]