

CITY OF FALCON HEIGHTS
Community Engagement Commission
City Hall
2077 West Larpenteur Avenue

AGENDA
January 18, 2022 at 6:30 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL:
Cooley-Kistler____ LaDouceur____
Ebbesen____ Locke____ Campbell____
Lindstrom____ Stockford____

COUNCIL LIAISON:
Mayor Gustafson____

STAFF PRESENT:
Sorensen____

- C. PRESENTATION:

- D. APPROVAL OF MINUTES:
 - 1. December 18, 2022 Community Engagement Commission Regular Meeting Minutes

- E. AGENDA:
 - 1. Officer Elections
 - 2. Standing Rules
 - 3. Discuss Website & Communications
 - 4. 2023 Community Engagement Commission Schedule

- F. INFORMATION/ ANNOUNCEMENT

- G. ADJOURNMENT:

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CITY OF FALCON HEIGHTS
Community Engagement Commission
City Hall
2077 West Larpenteur Avenue

AGENDA

December 19, 2022 at 6:30 P.M.

A. CALL TO ORDER: 6:31 p.m.

B. ROLL CALL:

Cooley-Kistler__X__ LaDouceur__X__
Ebbesen__X__ Locke__X__ Campbell____
Lindstrom____ Stockford__X__

COUNCIL LIAISON:

Mayor Gustafson__X__

STAFF PRESENT:

Sorensen__X__

C. PRESENTATION:

D. APPROVAL OF MINUTES:

1. October 17, 2022 Community Engagement Commission Regular Meeting Minutes

Commission Member Cooley-
Kistler motions to approve the
minutes; approved 5-0

E. AGENDA:

1. Human Rights Day Recap

In the winter coat and non-perishable food drive, eight pieces of winter clothing and 12 non-perishable food items were donated. The Commission discussed that the Human Rights Day event had good participation from the organizations invited. However, there was a low turnout from residents at this event. Commission Members started brainstorming on how the event could improve next year, such as having a volunteer resource fair and partnering with the City of Roseville with their volunteer resource fair or having service projects so residents can come together. In addition, having a presentation like last year from the organization JustDeeds and recording it for people who could not make it. The Commission also discussed ways the City could improve its communication of the event and get the information out sooner.

2. 2023 Snowstravaganza Discussion

Commission Members discussed postponing Snowstravaganza for 2023 to next year due to low attendance from years past and using the money for this event in 2023. In addition, the Commission discussed having the event at City Hall next year rather than at Community Park because the Community Park building could be under construction next year. Commission Members thought of touching a truck at City Hall and an ice rink in front of City Hall on Larpenteur.

3. Describe Officer Duties and Announce Upcoming Officer Elections

The Commission is tasked with determining who they would nominate and elect for the officer positions of Chairperson, Vice Chairperson, and Secretary at the next Commission meeting.

F. INFORMATION/ ANNOUNCEMENT

G. ADJOURNMENT: 7:45 p.m.

Commission Member Cooley-Kistler motions to approve the minutes; approved 5-0

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REQUEST FOR ACTION

Meeting Date	January 18 th , 2023
Agenda Item	E1
Attachment	N/A
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Officer Elections
Description	<p>The Commission must nominate and elect officers for 2023. Descriptions of these positions are as follows:</p> <p><u>Chairperson</u> Main contact between the commission and staff, conducts the meeting by opens/closes, calls for votes, and helps set the agenda for upcoming meetings.</p> <p><u>Vice chairperson</u> Fills duties in the Chair’s absence and encouraged to work as a team and communicate needs with staff.</p> <p><u>Secretary</u> Responsible for taking meeting minutes and sends to staff for review and approval at next meeting.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2023.

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REQUEST FOR ACTION

Meeting Date	January 18, 2023
Agenda Item	E2
Attachment	Standing Rules & Sikkink's Motion System
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Adopt the Standing Rules
Description	The Commission must formally adopt the standing rules, which is a housekeeping item that is typically done at the beginning of each year.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Community Engagement Commission Standing Rules
Action(s) Requested	Staff recommends approving the standing rules for 2023.

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Important Note: The previous page and the chart below are taken verbatim from the existing Administrative Manual of the City of Falcon Heights, now in revision. Please note that in the chart, the motions were put in order of rank from highest (#7) to lowest (#1).

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority

FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION
COMMUNITY ENGAGEMENT COMMISSION STANDING RULES

February 28, 2022

INTRODUCTION

In the belief that the best decisions are made by the best-informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision-making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal commission membership consists of seven commissioners. All seven have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there may be an audience not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:

- a. Filling in time before a scheduled item, i.e., a public hearing.
- b. Grouping several items to best make use of consultant time.
- c. Accommodating individuals who have attended the meeting specifically, to provide input on an item.

Process - Regular Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the Staff Liaison and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
8. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

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REQUEST FOR ACTION

Meeting Date	January 18, 2023
Agenda Item	E3
Attachment	N/A
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	Website & Communications
Description	The Commission will review and discuss the City's website and the other communication avenues the City uses to communicate with residents.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	The Commission will discuss what the City can improve upon on the website and the other avenues the City communicates with residents.

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REQUEST FOR ACTION

Meeting Date	January 18, 2023
Agenda Item	E4
Attachment	Schedule
Submitted By	Brennan Sorensen, Administrative & Communications Coordinator

Item	2023 Community Engagement Commission Schedule
Description	The Commission will review of all regularly scheduled Community Engagement Commission meetings and events for 2023.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • 2023 CEC Schedule
Action(s) Requested	Staff recommends reviewing schedule for 2023 meetings and discussing the upcoming events for the year.

City of Falcon Heights Community Engagement Commission Meetings/Events

2023 Schedule *(3rd Monday of each month)*

January 18	<ul style="list-style-type: none"> • Officer Elections • Standing Rules • 2023 Schedule & Events • Discuss Website & Communications
February 15	
March 20	
April 17	
May 15	
May 20 (Event)	<ul style="list-style-type: none"> • Spring Together (Tentative)
June 3 (Event)	<ul style="list-style-type: none"> • Spring Together (Tentative)
June 19	
July 6 (Event)	<ul style="list-style-type: none"> • Restoration Day
July 7 (Event)	<ul style="list-style-type: none"> • Unity Day
July 17	
July 22 (Event)	<ul style="list-style-type: none"> • Ice Cream Social

August 21	
September 18	
October 16	
November 20	
December 7 (Event)	<ul style="list-style-type: none">• Human Rights Day (Tentative)
December 18	