

CITY OF LAKE ELMO  
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2007-043

A RESOLUTION ADOPTING CITY COUNCIL GROUND RULES  
AND ORDER OF BUSINESS

Whereas, the city of Lake Elmo elects representatives to the city council;  
and

Whereas, the city council is elected to do the business of the city on  
behalf of its citizens; and

Whereas, the city council desires to do the business of the city in a  
respectful, effective and efficient way to serve the public as it was elected to do;  
and

Whereas, the city council expects other meeting participants and  
observers from the public and elsewhere to be respectful;

NOW, therefore be it resolved by the Lake Elmo city council adopts the  
following ground rules for city council members, city staff and all other  
participants and observers in city meetings.

GROUND RULES:

Respect others

- Respect each other and the process
- Assume each of us is coming from a good place (honest, genuine)
- Don't shame or blame others
- Don't talk about people who aren't there

Listen actively

- Don't interrupt
- Use clarifying not interrogating questions
- Use "I" statements (not "You")
- Don't argue – discuss & debate ideas in a civil way – be respectful of others' ideas even if they don't agree with your ideas
- Keep side conversations to a minimum

## Be accountable

- Participate to the best of your ability
- All of us are responsible for making sure all voices are heard. This is joint leadership.
- You are accountable for what you do and say
- Hold each other accountable in a civil way
- Own your part of the problem or issue
- You are accountable for the use of information – not missing information or misinformation
- You are responsible for your learning.

## Take risks

- Take risks, be authentic and speak your truth
- No retribution, hostility or harassment toward others for taking risks
- Discussions stay here

## Be open

- Be open to others' stories and realities
- Be open to partially – formed ideas
- Learn from your mistakes
- Be open to a change of heart and mind
- Don't operate from fear

## Q-TIP – Quit taking things too personally

And, now, therefore be it further resolved that the city council adopts the following order of business for managing business at city council meetings.

### ORDER OF BUSINESS

- Introduction
- Report by staff or other presenter
- Questions from city council members to the presenter

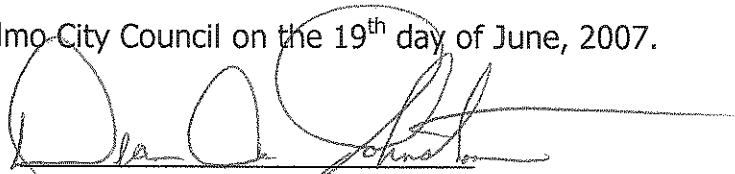
The mayor will facilitate this by asking each individual council member if they have one question allowing for a response to the individual question then move onto the next council member in the sequence until all questions are completed. No council member shall take more than 3 minutes to ask a question. (Also called round robin.)

(For example, C. 1 asks question 1 and gets answer – C.2 asks question 2 and gets answer and so on.)

- \*Questions;/comments from the applicant;/requesting party to the city council, if applicable
- \*Questions from city council members to the applicant/requesting party, if applicable  
(see round robin process above)
- Questions/comments from the public to the city council  
(a maximum of three minutes per question/statement)
- Call for a motion  
This is to get a motion on the table for discussion and is actually required under Roberts Rules of Order. This action is not an indication that the motion on the table is the motion that will be approved in the current form. It is purely for discussion purposes.
- Discussion among city council members  
(see round robin process above)
- Action by the city council

\*Not all agenda items have applicants or requesting parties

ADOPTED BY THE Lake Elmo City Council on the 19<sup>th</sup> day of June, 2007.



Dean A. Johnston, Mayor

Attest:



Susan Hoyt, City Administrator