

**CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA**

ORDINANCE NO. 97-201

AN ORDINANCE RELATING TO CITY COUNCIL PROCEDURES

The Lake Elmo City Council ordains that Lake Elmo City Code Sections 200.01 Subd. 2(B); 200.01 Subd. 2(C); and 200.01 Subd. 7 are amended and Sections 200.01 Subd. 2(D) and 200.01 Subd. 2(E) are added to the Lake Elmo Municipal Code to read as follows:

200.01 Subd. 2(B) Procedure. The presiding officer shall preserve order, enforce the rules of procedure adopted by the City Council, and determine without debate, subject to the formal decision of the City Council on appeal, all questions of procedure and order. Except as otherwise provided by Minnesota Statutes or by the provisions of Lake Elmo Code Section 200.01 Subdivision 2, the proceedings of the City Council shall be conducted in accordance with the latest Edition of Robert's Rules of Order.

200.01 Subd. 2(C) Ground Rules. Each Councilmember shall abide by the following ground rules for interaction with each other and with members of the public at Council meetings.

1. Respect Others. Councilmembers should:
 - a. Respect each other and the process.
 - b. Assume each Councilmember is being honest and genuine in the expression of their views.
 - c. Not shame or blame others.
 - d. Not talk about people who are not present.
 - e. Respect residents of Lake Elmo and City Staff
2. Listen. Councilmembers should:
 - a. Not interrupt while others are speaking.
 - b. Ask clarifying not interrogating questions.

- c. Use "I" statements not "You" statements.
 - d. Discuss and debate ideas in a civil manner.
 - e. Be respectful of the ideas of others even if they don't agree with your ideas.
 - f. Keep side conversations to a minimum.
3. Accountability. Councilmembers should:
- a. Participate to the best of their ability.
 - b. Be responsible for making sure all voices are heard.
 - c. Be accountable for what they do and say.
 - d. Hold each other accountable in a civil way.
 - e. Be responsible for their part of a problem or issue.
 - f. Be accountable for the use of information by not misusing information or by providing incorrect information.
 - g. Be responsible for reviewing agenda items and support information.
4. Take Risks. Councilmembers should:
- a. Take risks, be authentic and speak truthfully.
 - b. Not be hostile or harassing toward others for taking risks.
5. Be open. Councilmembers should:
- a. Be open to other's stories and realities.
 - b. Be open to partially-formed ideas.
 - c. Learn from mistakes.
 - d. Be open to a change of heart and mind.
 - e. Not operate from fear.
6. Personal Reaction. Councilmembers should:

- a. Not take things personally, and focus on the ideas being expressed, not the person expressing the ideas.

200.01 Subd. 2(D) Presentation, Discussion and Agenda Item Decisions. The following is the order of business for presenting and discussing items on City Council Agendas.

1. Introduction of Item.
2. Report by staff or other presenter.
3. Questions from City Councilmembers to the presenter in a round robin manner. The Mayor will facilitate the round robin process by asking each individual Councilmember for one (1) question and allowing for a response to the individual question. Then the Mayor will ask the next Councilmember, in sequence, until all Councilmembers have asked and received responses to a question. No Councilmember shall take more than three (3) minutes to ask a question or comment on an item which is being presented before another Councilmember has a turn to question and comment on the same item.
4. Receive questions/comments from the applicant/ requesting party to the City Council, and allow each Councilmember to respond in the round robin process.
5. Allow questions from City Councilmembers to the applicant/requesting party, if applicable, use the round robin process.
6. Allow questions/comments from the public to City Councilmembers. Each member of the public shall state their comments in three (3) minutes.
7. At the conclusion of the round robin process, the Mayor calls for a motion. This is to get a motion on the table for discussion. This action is not an indication that the motion on the table is the

motion that will be approved in its current form.
It is purely for discussion purposes.

8. Discussion among Councilmember's using the round robin process.
9. Action by the City Council on the motion.

200.01 Subd. 2(E) Appeal Procedure. Any Councilmember may appeal to the Council, a ruling of the presiding officer. If the appeal is seconded, the Member may speak once, solely on the question involved, and the presiding officer may explain the ruling, but no other Councilmember shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the Members presents, including the presiding officer. If there is a tie vote on the appeal, the original ruling of the presiding officer shall stand.

200.01, Subd. 4(A) Order of Agenda. Each meeting of the City Council shall convene at the time and place appointed for the meeting. Council business shall be conducted in the order determined by the City Council at its first annual meeting or as thereafter amended by the majority vote of the City Council.

200.01, Subd. 7. Suspension or Amendment of Rules. The Rules of Procedure applicable to City Council meetings may be suspended or amended by two-thirds vote of the Councilmembers present and voting, provided that such action is not in violation of Minnesota Statutes.

The Lake Elmo City Council ordains that Sections 200.01 Subd. 4(A)(1) – (A)(13) of the Lake Elmo City Code are hereby repealed.

ADOPTION DATE: Passed by the Lake Elmo City Council on the 20th day of November, 2007.

CITY OF LAKE ELMO

By: 

Dean A. Johnston
Its: Mayor

ATTEST



Susan Hoyt
Its: City Administrator

EFFECTIVE DATE: This Ordinance shall be effective the day following its publication.

PUBLICATION DATE: Published on the 6th day of December, 2007.

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This ordinance was adopted by the City Council of the City of Lake Elmo on the 20th day of November, 2007, by a vote of 5 Ayes and 0 Nays.

Mayor Johnston - Aye
Council Member DeLapp - Aye
Council Member Johnson - Aye
Council Membe Park - Aye
Council Member Smith - Aye