



CHARTER COMMISSION
Columbia Heights City Hall, 3989 Central Ave NE, Shared Vision
Thursday, October 19, 2023
7:00 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person. For questions, please call the Administration Department at 763-706-3610.

CALL TO ORDER

ROLL CALL/STATUS OF MEMBERSHIP

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Brief review of state law regarding minutes

- 1. April 20, 2023 Meeting Minutes**
- 2. January 19, 2023 Meeting Minutes**

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

- 3. Handout "Parliamentary Procedure at a Glance" and brief discussion**

ADJOURNMENT

Please call President Laine at 612-834-0452 if you cannot attend.

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

Guidelines for Meeting Minutes in Local Government



Meeting minutes recording the actions taken by your council or board are a fundamental part of the meeting process. These are our guidelines for local government meeting minutes. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings are governed by different rules.

▶ WHAT KIND OF MINUTES?

1. Minutes should record what is done, not what is said. We recommend action minutes for local government.
2. Summary minutes may include a summary of the key points of discussion, without attribution to individual speakers.
3. Do not keep detailed minutes of discussion (“he said, she said”). These are generally a waste of time, effort and resources.

▶ WHAT TO INCLUDE IN MINUTES

4. Minutes should include each main motion and its disposition (passed, failed, referred to committee, postponed, etc.). Minor procedural motions such as approving the agenda or calling the question do not need to be included.

▶ DON'T INCLUDE IN MINUTES

5. Keep track of amendments, but do not include each individual amendment in the minutes. Instead, include the final text of the motion. “After discussion and amendment, the following motion was approved...”
6. Withdrawn motions are not normally included in the minutes.
7. Personal opinions do not belong in the minutes.

▶ VOTING IN MEETING MINUTES

8. Voice votes may be recorded in the minutes as “the motion passed” or “the motion failed.”
9. Roll call votes and counted votes must be recorded in full detail, with how each member voted.

▶ PROCESSING AND APPROVING THE MINUTES

10. It is no longer considered necessary to include the words “respectfully submitted” above the clerk/secretary’s signature.
11. Draft minutes will be included in the agenda packet that is sent to the board. They should be clearly

marked “draft.” Wait until minutes are approved to post them to the website.

12. The only proper way to object to the approval of the clerk/secretary’s draft of the meeting minutes is to propose a correction.
13. Once minutes are approved, the clerk/secretary must prepare a copy without the word “draft”, include the date of approval, and sign or initial the approved minutes for the record.

▶ **CHANGING THE MINUTES LATER**

14. Approved minutes can be changed at any time using the motion “to amend something previously adopted.” The changes are noted on the minutes being changed, with signature. According to Robert’s Rules, details of the changes are not included in the minutes of the meeting at which the changes are made.

[excerpted relevant sections from original of Jurassic Parliament 2018, Seattle, WA]

If questions arise about meeting minutes, consult your attorney. State law and regulations and your specific bylaws or rules of procedure have higher standing than Robert's Rules of order, other parliamentary authorities, or these guidelines.

More information:

☞ *Robert's Rules of Order Newly Revised, 11th edition*, pp. 468-480

☞ www.jurassicparliament.com/category/meeting-minutes/

☞ www.robertsrules.com

Do you have feedback on these guidelines for us? We are always eager to improve our publications. Visit our website at www.jurassicparliament.com/category/meeting-minutes/ for much more information on minutes, and contact us at info@jurassicparliament.com or 206-542-8422 with your suggestions. We look forward to hearing from you!

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MY COMMENT: ALTERED ONLY FOR PRIVATE USE –
Oct.2023

State law: The draft minutes are not a part of the publicly posted packet before a meeting. At least one copy is made available AT the meeting for the public. When the minutes are approved, they become the official minutes and are kept where the city records are kept and made available to the public.

2022 Minnesota Statutes - Open meeting law regarding minutes:

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. In executive branch, local government. All meetings, including executive sessions, must be open to the public... (c) of any ... (5) commission, ...of a public body; ... [*This is us.*]

Subd. 2.Exceptions. *N/A*

Subd. 3.Subject of and grounds for closed meeting. *N/A*

Subd. 4.Votes to be kept in journal or minutes. (a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal or minutes. [*Minutes are primarily for recording votes.*]

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5.Public access to journal and minutes. The journal or any minutes used to record votes of a meeting subject to this chapter must be open to the public during all normal business hours where records of the public body are kept. [*Refers not to the draft minutes but the official minutes kept in the records.*]

Subd. 6.Public copy of members' materials.

(a) In any meeting which under subdivisions 1, 2, 4, and 5, and section [13D.02](#) must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

(1) distributed at the meeting to all members of the governing body;

(2) distributed before the meeting to all members; or

(3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter. [*At least one copy of the draft minutes would be available at the meeting.*]

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section [13D.03](#) or other law permitting the closing of meetings.

[*reference above to 13D.02 includes meetings using Interactive Technology.*]

Parliamentary Procedure at a Glance

Principal Motions (Listed in Order of Precedence)

*Amendable **Debatable if no Other Motion is Pending

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
*Adjourn the meeting	"I move the meeting be adjourned"	NO	YES	YES (RESTRICTED)	MAJORITY
*Recess the meeting	"I move that the meeting be recessed until..."	NO	YES	YES**	MAJORITY
Complain about noise, room temperature, etc.	"I rise to the question of personal privilege"	YES	NO	NO	NONE
Postpone temporarily (Table)	"I move that this motion be tabled"	NO	YES	NO	MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS)
End debate	"I move to vote immediately"	NO	YES	NO	TWO-THIRDS
*Limit debate	"I move that each speaker be limited to a total of two minutes per discussion"	NO	YES	YES**	TWO-THIRDS
*Postpone consideration of an item to a certain time	"I move to postpone this item until 2:00pm..."	NO	YES	YES**	MAJORITY
*Have something referred to committee	"I move this matter be referred to..."	NO	YES	YES**	MAJORITY
*Amend a motion	"I move to amend this motion by..."	NO	YES	YES	MAJORITY
*Introduce business (the Main Motion)	"I move that..."	NO	YES	YES	MAJORITY
*Amend a previous action	"I move to amend the motion that was adopted..."	NO	YES	YES	MAJORITY
Ratify action taken in absence of a quorum or in an emergency	"I move to ratify the action taken by the Council..."	NO	YES	YES	MAJORITY
Reconsider	"I move to reconsider..."	YES	YES	YES**	MAJORITY
Rescind (a main motion)	"I move to rescind the motion..."	NO	YES	YES	MAJORITY
Resume consideration of a tabled item	"I move to resume consideration of...?"	NO	YES	NO	MAJORITY

Incidental Motions

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	MAJORITY
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	NO	YES	NO	TWO-THIRDS
To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."	NO	YES	NO	MAJORITY
To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised	"I rise to a point of order"	YES	NO	NO	NONE
To ask a question relating to procedure	"I rise to a parliamentary inquiry"	YES	NO	NO	NONE
To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"	YES	NO	NO	NONE
To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"	NO	NO	NO	NONE
To verify an indecisive voice or hand vote by requiring voters to rise and be counted	"I move to divide the Assembly"	YES	NO	NO	NONE

*Amendable

**Debatable if no Other Motion is Pending

THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

(Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)