

RESOLUTION NO. 24-037

RESOLUTION ADOPTING GOLDEN VALLEY CITY COUNCIL GUIDE

WHEREAS, the City of Golden Valley is committed to good governance and clarity for all; and

WHEREAS, the City Council's guiding principles, meeting rules, and procedures were last reviewed and approved in 2019; and

WHEREAS, the City Council is taking a proactive step toward providing clear expectations for current and future Council Members; and

WHEREAS, the Golden Valley City Council Guide (the "Guide") is a collection of the policies, procedures, and rules applicable to the Council; and

WHEREAS, regular review of the Guide is important for consistency and common understanding of Council roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Golden Valley adopts the Golden Valley City Council Guide attached hereto as Exhibit A, and the revised policies, procedures, and rules contained in the Guide supersede all previously related adopted policies and procedures.

BE IT FURTHER RESOLVED that the Guide will be reviewed and approved by the Council the January following each City election to coincide with the beginning of each new Council term.

Adopted by the City Council of Golden Valley, Minnesota this 21st day of May 2024.

DocuSigned by:

A237FA4866E0414...
Roslyn Harmon, Mayor

ATTEST:

DocuSigned by:

C2F66C0073F34DD...
Theresa J. Schyma, City Clerk

Golden Valley City Council Guide

This City Council Guide is a collection of the policies, procedures, and rules applicable to the Golden Valley City Council and Mayor (collectively, the “Council”). This Guide will be reviewed by the Council the January following each City election.

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Guiding Principles

General Policy Statement & Objective

The purpose of this document is to establish guiding principles for the Golden Valley City Council (the “Council”). These principles apply to the members of the Council and the Mayor as well as the appointed members of the City’s Boards and Commissions (collectively “Members”, individually a “Member”).

Values

The City of Golden Valley has adopted the following core values:

- Communication
- Community
- Inclusion
- Integrity
- Respect
- Innovation
- Courage
- Accountability

Standards of Conduct

1. A Member must not use their official position to secure special privileges or exemptions for the Member or others.
2. A Member must not act as an agent or attorney for another before the Council or a board or commission in a matter where a conflict of interest exists or may exist.
3. A Member must not knowingly accept or solicit, directly or indirectly, a gift or loan for themselves or another if this is prohibited by law.
4. A Member must not solicit or accept compensation or expense reimbursement for the performance of the Member’s public duties from any sources other than:
 - a. the City;
 - b. other employment, but only if the person conducts public business incidental to other employment, and the other employment does not interfere with, influence, or compromise the person’s public position; or
 - c. another governmental agency or municipal association to a Member who serves as a City representative for that agency, but only if the City does not also pay the Member for the same activity.
5. A Member must not use public money, time, personnel, facilities, or equipment for private gain or political campaign activities except when:
 - a. the use is required or authorized by law; or
 - b. the use is not greater than that allowed for members of the general public.

This paragraph does not prohibit correspondence at any time to individual community members in response to the community member’s specific inquiries related to City business.

6. A Member must not disclose to the public, or use for the private gain of self or others, information that was gained by reason of the official's public position and that is not public data, or that was discussed at a closed session of the Council. Further, a Member must not disclose information received, discussed, or decided in conference with the City Attorney that is protected by the attorney client privilege, unless a majority of the Council has authorized that disclosure.
7. A Member must not enter into a contract with the City, unless in accordance with law. A Member who has a proprietary interest in an agency or company doing business with the City must make known that interest in writing to the Council and the City Clerk.
8. A Member must not intentionally violate a provision of the City Code or the City ordinances.
9. Members are expected to be prepared for meetings by reading agenda packets and requesting further information or research from staff in advance of the meetings.
10. Members direct City staff, contract employees, and consultants only through the City Manager, as established by the requisite majority vote. At Council meetings, the Council may express concerns and may provide staff specific direction, provided that the direction is the consensus of the Council. The City Manager may request further clarification if they need understanding of the Council's expectations of staff.
11. Members shall conduct themselves in a manner that is consistent with Minnesota Statutes Chapter 13D, the Open Meeting Law.
12. Members' shall perform their duties in accordance with the process and rules of order established by the Council and the City Code.
13. Members shall not use public resources that are not available to the general public (e.g., City staff time, equipment, supplies, facilities, etc.) for private, personal, or political purposes.
14. It is the responsibility of Members to publicly share, with all other Members, information they have received from sources outside of the public decision-making process that pertains to a topic under consideration. Whenever possible, new information or data obtained by Members, pertinent to a topic being discussed, will be distributed through the City Manager to other Council Members.

Communications

As elected and appointed officials, Members have a responsibility to communicate information to the public and to manage records of their communications responsibly and in accordance with applicable law. Communicating accurate, timely, and professional information is important to ensuring the quality and credibility of information being provided to the public.

Public Record

Communications (electronic or written) between Members and City staff are public records (with a few exceptions as stated by the [Minnesota Data Practices Act](#)). When Members receive

requests for private data or information outside of the scope of a Member's role, they should route the request to the City Manager.

Align With Minnesota Open Meeting Law

Members should only share information and communicate with each other in alignment with the [Open Meeting Law](#). Members should generally act with caution when using electronic means to communicate with one another to avoid serial conversations and inadvertent violations of the Open Meeting Law. Members who wish to share information with other Members related to City business should do so through the City Manager or their staff liaison. To ensure an accurate and complete record, Members should always disclose information and communications received outside of the meeting that inform their decisions. When three or more Members receive a communication about an agenda item, it must be disclosed at the meeting.

Community Member Questions, Comments, and Concerns

Members are expected to direct community member questions, comments, and concerns to staff through the City Manager or applicable department head. Doing so ensures requests are routed to the appropriate staff and allows managers to ensure proper follow-up and coordination among departments.

Social Media

Since social media is an effective and frequently chosen communication tool among the public, the City of Golden Valley has its own official social media pages, which post only the official communications of the City and City Council consensus. Elected officials should take care not to speak on behalf of the City on social media and should understand that speaking on social media about City business related to their role can present legal risks, such as Open Meeting Law or due process violations. Members with questions about appropriate use of social media should contact the City Manager or City Attorney.

Email

Generally, email is removed from the system every five years. Email is sometimes public data and usually discoverable in litigation, making it important to use it cautiously. Communications with the City Attorney may be protected from disclosure by the attorney-client privilege so long as they are kept confidential. When seeking legal advice or to discuss matters of pending litigation or other "confidential" City business, contact the City Manager or City Attorney. Members should never forward or disclose the contents of emails from the City Attorney – doing so has the effect of waiving the attorney-client privilege and making the information discoverable.

Media Relations /Media Inquiries: City Manager's Role

The City Manager communicates on the City's behalf in interviews, publications, news releases, on social media sites, and related communications. The City Manager is in the best position to provide a response to media requests because many issues involve multiple departments or work

may already be in progress. Many times, the City Manager will direct a department director will handle interviews and communications on behalf of the City.

Media Relations/Media Inquiries: Council's Role

Members should follow the guidelines below when contacted by the media.

1. When the media contacts Members about upcoming agenda items, issues, or discussion topics, Members should wait to provide information until the topic is voted on. This communicates that a decision has not been made and allows the public process to work by keeping the topic open for community member input. If a Member discusses the issue with media before a decision is made, there is potential that the public may be confused about the Council's direction. This may create a public perception that a vote or decision has been made on a topic, discourage the public from engaging in the democratic process, and create legal risk.
2. When the media contacts Members about routine or public information (i.e., a meeting time or agenda), Members may provide the media with the information and notify City Manager.
3. When the media contacts Members about controversial or legal information (i.e., potential litigation, controversial issues, an opinion about a City policy or employee, or an unfamiliar topic), Members should contact the City Manager so that they can work with staff to provide a response or coordinate further discussion with the Council as appropriate.

Identifying and Addressing Conflicts of Interest

So that community members may have the utmost confidence and trust in the integrity of their City government, and to protect the City's interest and its community member's interests, Members must disclose and avoid conflicts of interest that arise in performing their official duties. To this end, the below principles provide Members guidance for identifying, addressing, and disclosing conflicts of interest. This guidance supplements, not supplants, the responsibilities Members have under law with regard to conflicts of interest. Members should consult with the City Manager and/or City Attorney with questions or concerns they may have regarding conflicts of interest (whether the conflicts are real or perceived, potential or in existence), and not participate in or take any official action on a matter until such questions or concerns are resolved with the City Manager or City Attorney.

Identifying Legal Conflicts of Interest

A "legal conflict of interest" exists when, in the discharge of official duties, a Member participates in a governmental decision, action or transaction that:

1. affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation; or

2. affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City's representative.

Identifying Financial Interests

A financial interest is any interest, including loans, which may yield, directly or indirectly, a monetary or other material benefit to the Member (other than monetary or material benefits authorized by the City in accordance with law). A financial interest of a Member or Member's employer (other than the City), his or her associated business, or his or her spouse, domestic partner, parent, sibling or child, and their employers or associated businesses shall also be considered a financial interest of the Member. The following assets shall not be considered a financial interest for purposes of this section:

1. ownership of shares in a diversified mutual fund;
2. membership in a pension plan or employee benefit plan;
3. ownership of bonds or publicly traded securities; and
4. ownership of a whole life insurance policy.

Addressing Legal Conflicts of Interest

1. When a legal conflict of interest exists, except as permitted by law, a Member must disclose the potential conflict of interest for the public record, in the manner described in *Disclosure of Conflicts of Interest* section below, and refrain from participating in the discussion and from voting on the matter. To participate or participation, for the purposes of this document, means making the decision, taking action, entering into a transaction, providing advice or a recommendation, introducing, sponsoring, debating, voting on, approving, and investigating the decision, action, or transaction.
2. A Member shall not participate in making, or attempt to use their position to influence, any City governmental decision, action, or transaction in which the Member knows or has reason to know that they have a legal conflict of interest.

Non-Legal Conflicts of Interest

1. Members may face situations in performing their official duties that raise, or are perceived to raise, a conflict of interest but which do not fall within the above description of a legal conflict of interest and are otherwise not a conflict of interest regulated by law. These types of conflicts are referred to, for purposes of this document, as "non-legal conflicts of interest."
2. While non-legal conflicts of interest may be different in nature or degree from a legal conflict of interest and other conflicts of interest regulated by law, they can nevertheless impair, or give the appearance of impairing, a Member's independence of judgement or harm the City's interests and the interests of community members.

3. The significance of non-legal conflicts of interest often depends on the facts and circumstances involved in each situation, and thus it is difficult to establish bright-line rules regarding when such conflicts must be disclosed and necessitate a Member to refrain from participating in a matter. Therefore, Members are entrusted to use their best judgement regarding such situations with the aim of upholding the principles established under this document and the highest possible standards of ethical conduct, and with the understanding that public disclosure of non-legal conflicts of interest, by itself, helps maintain trust and confidence in the integrity of City government with community members.
4. To this end, if a Member recognizes that their participation may create a non-legal conflict of interest, they should (i) discuss the matter in advance (to the extent possible) and in confidence with the City Manager and/or City Attorney regarding the appropriate action to take; and/or (ii) disclose the conflict in accordance with the *Disclosure of Conflicts of Interest* section below and, if necessary, refrain from participating in the matter.
5. Without limiting the foregoing, a Member may participate in a City governmental decision, action, or transaction involving an organization or entity that the Member, or his or her partner, spouse, partner, domestic partner, sibling, or child is an officer, director, board member, or trustee of, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her affiliation with the organization or entity as though it were a legal conflict of interest, in the manner described in the *Disclosure of Conflicts of Interest* section below.
6. Similarly, a Member may participate in a City governmental decision involving a person related by family to the Member, other than his or her parent, spouse, domestic partner, sibling, or child, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her relationship with the related person as though it were a legal conflict of interest, in the manner described in *Disclosure of Conflicts of Interest* section below.

Disclosure of Conflicts of Interest

If a Member, in the discharge of their official duties, recognizes that their participation in a matter would create a legal conflict of interest, or a non-legal conflict of interest that should or must be disclosed, the Member shall disclose the conflict of interest as follows:

1. The Member shall disclose the conflict of interest to the City Manager and their fellow Members as soon as they become aware of the conflict. If a Member becomes aware of a conflict during a meeting of the Council or a committee or board, the Member shall immediately disclose the conflict of interest orally.
2. In the case of a legal conflict of interest, a Member must also prepare, on a form prescribed by the City Clerk, a written statement describing the matter requiring action

or decision and the nature of his or her conflict of interest, or as otherwise required by law. In the case of a Council Member, the written statement shall be distributed to the other Council Members and Mayor and filed with the City Clerk. Likewise, in the case of a Member of a board or commission, the written statement shall be distributed to the other Members of the board or commission and filed with the City Clerk. After the first time the Member has orally disclosed a conflict of interest and filed the disclosure form, the Member may subsequently orally disclose a conflict by referring to the filed form. Because Members may not attend all meetings, oral disclosure may consist of the written statement being read into the record by the presiding Member at the first regular meeting after the form has been filed. All written statements shall be filed and distributed within one week after the Member becomes aware of the legal conflict of interest. In the case of non-legal conflicts of interest that a Member discloses, the Member may file a written statement regarding the conflict.

3. If a Member does not participate in any discussion or vote on a matter due to a conflict of interest, he or she shall be counted present for the purposes of establishing a quorum to carry on the business of the Council, board, or commission, but shall be considered disqualified for the purpose of establishing the number of votes necessary to pass motions or resolutions.

Hearing

Any person may file a written complaint with the City Clerk questioning a Member's adherence to the principles stated in Section III through VI above. After reviewing the complaint, the Council may hold a public hearing only if: (1) a neutral third-party designated by the City Attorney, advises the Council that the allegations state a legally-recognized violation of the law or a legally-recognized conflict of interest; or (2) a neutral third-party designated by the City Attorney, advises the Council that the complaint has been lodged in good faith and that the alleged violation is related to the accused Member's role as a Member.

Prior to the hearing, a letter will be sent to the accused Member stating the alleged complaint. At the hearing, the accused Member shall have the opportunity to be heard.

If, after the hearing, the Council finds a violation of the principles stated in these Guiding Principles, the Council may, by a majority vote, censure the accused Member. The accused Member shall not participate in the Council's decision to censure.

Meeting Rules

Agenda and Order of Business

The order of City Council meeting agendas is set by resolution of the Council. The current order of business is:

- Call to Order
- Additions and Corrections to Agenda
- Consent Agenda
- Public Hearings
- Old Business
- New Business
- Adjournment

The presiding officer may modify the order of business to accommodate people present or to expedite the business of the council. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous vote of the Council Members present. Members wishing to add items to the upcoming agenda list should contact the City Manager.

Rules of Order (Parliamentary Procedure)

The following discussion introduces a few rules of parliamentary procedure that can simplify the work of the council. The rules are contained in The New Roberts Rules of Order, Revised. Additional motions are included in the Roberts Rules “Cheat Sheet” on page 13.

Role of the Presiding Officer

The presiding officer is the Mayor or, if the Mayor is absent, the Mayor *pro tempore*. The presiding officer has an extra measure of power. As the chair of the meeting, the presiding officer is responsible for guiding the group toward the conclusion of pending business in good time, while also giving major issues enough consideration. To accomplish this, the presiding officer has two special powers: (1) Interpreting and applying the rules of procedure; and (2) recognizing speakers.

The presiding officer decides questions of procedure, public participation, and order subject to the right of any councilmember to appeal. The City Attorney provides guidance, when appropriate, to ensure the meeting is conducted according to the requirements of law and the adopted rules of procedure.

Motions

The council transacts business through motions made by councilmembers. These motions are usually seconded and subsequently passed or rejected by council vote. Each motion has different rules. For example, councils can debate some motions while they must vote on others immediately. Some motions require a simple majority for passage; others need a two-thirds or four-fifths majority. These are the typical steps to make and act on a motion:

- A Member addresses the presiding officer.
- The presiding officer recognizes the Member.
- The Member states their motion. (Usually in the following form: “I move . . . text of the motion.”)
- If necessary, another councilmember then seconds the motion by saying: “I second the motion.”
- The presiding officer puts the question before the council by announcing there is a motion and a second. A discussion follows, if the motion can be debatable.
- A councilmember may make subsidiary motions in the same form as the original motion.
- The council votes on the original motion or on any of the subsidiary motions.
- The presiding officer announces the result of the vote on each motion immediately after the vote count is complete.

Special Motions

Several motions deserve special consideration. They include the following:

a. The Motion to Reconsider

This motion enables a council to set aside a vote it previously took, and to reconsider the matter as though it had not voted on the issue. Only a person who originally voted on the prevailing side may move to reconsider. Otherwise, any member may make the motion by saying, “I move to reconsider . . . stating the motion to be reconsidered . . .” The council may debate the motion. If the council passes the motion to reconsider, it must then reconsider the original motion and take another vote. If the council defeats a motion to reconsider, no further action is necessary.

b. The motion to postpone indefinitely

There is an important difference between the motion to postpone indefinitely and the motion to postpone temporarily. The motion to postpone temporarily is more commonly called a motion to “lay on the table” or “to table.” The motion to postpone temporarily postpones consideration of the motion until some undetermined, future time. The council may consider a tabled motion whenever a majority of the members decide to do so. A motion to postpone indefinitely, however, is the equivalent to a negative vote on the main motion. An affirmative vote on it may be reconsidered, but not a negative vote. A motion to permanently suppress any future consideration of an issue is not binding on a future council.

c. The Motion to Limit Debate

A council may limit debate by placing a reasonable time limit on it, such as a limit of 15 minutes to consider a particular motion; or limiting the number of people who may speak for and against a certain motion, such as a limit of three speakers in favor and three speakers opposed.

d. The Motion to Amend

Members may offer amendments to a main motion at any time. In addition, it is possible to amend an amendment currently under consideration. Beyond this, councilmembers can offer no further amendments. When a member has made a motion to amend, the vote on the amendment must precede the vote on the original motion. After the body has accepted or rejected the amendment, another vote on the original motion is necessary.

e. The Motion to Substitute

This is a motion to replace one motion with another on the same subject. A Member may move to substitute a main motion or an amendment to a main motion. One form for making a substitute motion is to say, "I wish to introduce the following substitute motion . . . present the substitute motion . . ." When a substitute motion is before the body, the body must decide which of the two motions, the original motion or the substitute motion, to consider. The body must vote on the question. A "yes" vote favors considering the substitute motion. A "no" vote favors considering the original motion. The body must then discuss and vote on the selected motion.

Public Comment

Open Forum

Open Forum is conducted prior to the Call of Order and is not televised. In an effort to provide full and open communication with the public, the City Council uses Open Forum to gather information via public input. The following procedures apply to Open Forum:

- Open Forum will begin promptly at 6:20 pm and last for a maximum of 10 minutes.
- The Mayor opens the Open Forum.
- Those wishing to speak should raise their hands and approach the podium when recognized by the Mayor, then clearly state their name and the topic they wish to discuss.
- Each person will be allowed three minutes to speak. The City Clerk, or the staff meeting support person, will activate a timer that will show on screens in the Council Chambers to ensure that the Mayor is able to apply the time limit to all speakers fairly. Spokespersons may be given more time to speak on behalf of a group of people.
- Only one person may speak at a time.
- Speakers are encouraged to direct comments to the City Council as a whole and not to one particular member.
- Open Forum is intended for topics not on the City Council agenda that same day.
- Speakers are encouraged to comment on any aspect of City business, but direct or inferred comments on personality conflicts with City Council, Commission, or staff members, including but not limited to personal attacks, hate speech, or threats of violence, will not be allowed.

- The City Council will not take official action on items discussed during Open Forum, except to refer items to staff for future discussion. Council members may ask questions for clarification purposes, but they may wish to investigate or research issues before responding.
- The City Clerk will keep a record of speakers and comments.

Public Hearings

The following procedures apply to Public Hearings:

- The Mayor opens the public hearing.
- Those wishing to speak should raise their hands and approach the podium when recognized by the Mayor, then clearly state their name for the record.
- Each person will be allowed three minutes to speak. The City Clerk, or the staff meeting support person, will activate a timer that will show on screens in the Council Chambers to ensure that the Mayor is able to apply the time limit to all speakers fairly. Spokespersons may be given more time to speak on a behalf of a group of people.
- Only one person may speak at a time. Everyone who wishes will have a chance to address the Council. The Mayor may ask staff to answer questions after all persons have had a chance to speak.
- No one will be given an opportunity to speak a second time until everyone has had an opportunity to speak initially. Please limit second comment to new information and not rebuttals.
- Speakers are encouraged to direct comments to the City Council as a whole and not to one particular member.
- Direct or inferred comments on personality conflicts with City Council, Commission, or staff members, including but not limited to personal attacks, hate speech, or threats of violence, will not be allowed.
- The audience is urged to be polite and quiet as comments are made to the Council. Applauding or other disruptive behavior are inappropriate during City Council proceedings.
- There will be no straw votes of people present.
- When the public comments are completed, the Mayor closes the public hearing and starts Council discussion. The audience is welcome to listen quietly to the discussion but may not make further comments.
- The City Clerk will keep a record of speakers and comments.

Robert's Rules Cheat Sheet

Order	To do this	You say this	May you interrupt speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What vote is required?
1	Adjourn the meeting	"I move we adjourn"	May not interrupt the speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
2	Recess the meeting	"I move that we recess until..."	May not interrupt the speaker	Must be seconded	Not debatable	Amendable	Majority vote required
3	Complain about a noise, room temperature, etc.	"Point of privilege"	May interrupt speaker	No second needed	Not debatable (in this case, any resulting motion is debatable)	Not amendable	No vote required (chair decides)
4	Suspend further consideration of something	"I move we table it"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
5	End debate	"I move the previous question"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
6	Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
7	Have something studied further	"I move we refer this matter to a committee/attorney"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
8	Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
9	Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
no order	Object to a procedure or to a personal affront	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
no order	Request information	"Point of information"	If urgent may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
no order	Ask for a vote by actual count to verify a voice vote	"I call for a division of the house"	May not interrupt speaker	No second needed	Not debatable	Not amendable	No vote required unless someone objects (then majority vote required)
no order	Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
no order	Take up a matter previously tabled	"I move we take from table"	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
no order	Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority vote required
no order	Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
no order	Vote on a ruling by the chair	"I appeal the chair's decision."	May not interrupt speaker	Must be seconded	Debatable	Not amendable	Majority vote required

The motions or points numbered are listed in established order of precedence. When one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it. The motion or points that have no established order of precedence may be introduced at any time, except when the meeting is considering 1, 2 or 3.

Other Council Rules

Council Policy on the Role of Council Liaison and Other Appointments

Council Liaison

Each year the City Council names one or two of its members as liaison to each of its Boards and Commissions. The intent of the liaison is to improve communications between the Council and its appointed Boards and Commissions. Liaisons should attend at least one or two meetings of the designated Board/Commission each year for formal communications, although they may attend any meeting to observe other agenda items of interest.

If requesting to be on the agenda, the liaison should contact the Chair and staff liaison to determine an appropriate date and time; however, as a reminder, the liaison is not a participating member of the board/commission. Liaisons should informally report to the Council on issues significant to the Boards and Commissions.

Other Appointments

Each year, the Council appoints the Mayor and Council Members to serve as representatives, delegates, or alternates on various advisory groups or joint powers organizations. Additionally, the City Council appoints its members and staff to fill several roles required by statute. These appointments are for one-year terms.

The list of current and recent appointments is distributed to the City Council in December so that there is adequate time to review and discuss proposed appointments for the upcoming year. The City Council adopts the annual assignments and appointments by resolution at a meeting each January.

Reporting to the Council

When serving as either liaison or appointed member, the Mayor/Council Member should regularly report to the full Council on issues currently under discussion by a particular board or commission. When representing the City on an affiliated Board or Commission, positions taken should represent the consensus of the City Council as a whole. Positions under consideration should be discussed during regular updates to the Council. It may be appropriate to adopt a resolution outlining specific Council positions for issues of special concern to the Council.

Reimbursement for Meeting Attendance

Under City Code, Section 2-43, the Mayor and Council are paid \$50 for each meeting they are directed or designated to attend, up to a maximum of \$150 per month. Where a delegate and alternate are appointed, the delegate is eligible for payment for all meetings they attend. The alternate is eligible for payment for all meetings they attend that the delegate does not attend. The City Council adopts an annual resolution in January that lists the meetings eligible for reimbursement and method for approval, as required by ordinance.

Elected Official Out of State Travel Policy

Purpose

The City of Golden Valley recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the City or to his or her role as the Mayor or as a Council Member;
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full Council.
 - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City.
 - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The City may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City's policy for out-of-state travel by City employees.
5. Airfare will be reimbursed at the coach rate.
6. Mileage will be reimbursed at the IRS rate. If two or more Council Members travel together by car, only the driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary to conduct City business.

7. Lodging and meal costs are limited to those which are reasonable and necessary.
8. Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the Finance Department for payment.
9. The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis. Adopted November 15, 2005.

Virtual Meeting Policy

Purpose

The purpose of this Remote Meeting Attendance Policy (“Policy”) is to establish standards for remote meeting attendance for City of Golden Valley elected and appointed officials. All remote attendance must meet the requirements of Minnesota Statutes § 13D.02 and this Policy.

Policy

A. Applicability

This Policy applies to City of Golden Valley elected and appointed officials (collectively, “Members”), including but not limited to members of the following public bodies:

1. The City Council
2. All commissions of the City of Golden Valley
3. All boards of the City of Golden Valley
4. All task forces of the City of Golden Valley
5. All other public bodies duly created by the Golden Valley City Council

B. Interactive Technology & Remote Attendance Defined

As used in this Policy, the terms Interactive Technology and Remote Attendance have the following meanings:

- Interactive Technology means technology that allows all Members to hear and see one another and all discussion and testimony presented at any location at which at least one member is present.
- Remote attendance means attending a meeting by Interactive Technology from a location that is not the regular meeting location.

C. Requirements

Elected and appointed officials may attend City Council, Board, or Commission meetings by interactive technology so long as:

1. All Members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one Member is present;
2. Members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
3. At least one Member of the body is physically present at the regular meeting location;
4. All votes are conducted by roll call so each Member’s vote on each issue can be identified and recorded; and
5. Each location at which a Member of the body is present is open and accessible to the public.

D. Quorum

Each Member participating in a meeting by Interactive Technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

E. Notice

If a Member attends a meeting by Interactive Technology, the City must provide notice of the regular meeting location and notice of any site where a Member of the body will be participating by Interactive Technology.

A Member wishing to attend a meeting remotely must request approval from the public body's staff liaison at least seven (7) calendar days prior to the meeting. The Staff Liaison will review the request to ensure conditions of this policy are met. The Member's request must include the reason or reasons for the request and the description and street address of the proposed remote meeting location.

F. Internet Connection

Members remotely attending a meeting must have a stable, consistent source of internet access.

G. Associated Costs

Members attending remotely are responsible for any associated costs and will not be reimbursed by the City for remote meeting related expenses.

H. Public Monitoring of Remote Meetings

If Interactive Technology is used to conduct a meeting, to the extent practical, the City shall allow members of the public to monitor the meeting electronically from a remote location.

I. Records

The minutes for all meetings conducted using Interactive Technology must reflect the names of any Members appearing by Interactive Technology and state the reason or reasons for the appearance by Interactive Technology.

J. Exceptions under State Law

This Policy shall not preclude members from participating remotely where they meet the requirements of Minn. Stat. § 13.02, subd. 1(b)(1)-(2), or 13D.021.