

City of Roseville | Commissioner's Handbook





Dear Commission Member:

Congratulations on your appointment to serve on a City of Roseville citizen advisory commission!

My fellow city council members and I are grateful for your willingness to serve your community and provide important community insight and perspective into the various issues and decisions that are part of the City's role in achieving our community aspirations.

Your role as an advisory commission member is a key part of the broader effort to engage our citizens in the processes of local government. Because of that, the city council and community expect you to approach your service with seriousness and dedication, but also with humor, humility, and a shared sense of common purpose.

I encourage you to use the training you will receive, as well as this handbook and the advice of your more experienced peer commissioners, your chair, and your staff liaison, to augment your talents, ideas, and experience in order to provide the best service you can to your commission and your community.

Roseville is a wonderful community that we all love, thanks to the many residents like you who have stepped forward to take a leadership role in assuring its continued success. It could not have happened without them, and it cannot continue to happen without you.

It is my hope that you will gain as much from your service as we at the City do.

Thank you!
Sincerely,

Mayor Dan Roe
City of Roseville

City of Roseville Commissioner's Handbook

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Article I. Purpose

Purpose

This handbook is designed to serve as a guide to the city's appointment process, as well as the general policies and procedures that apply to all city advisory bodies. As a new member, we recommend that you schedule time to meet with the staff liaison of your commission. You may also want to review agendas and minutes from recent meetings to see what issues have been under consideration, as well as the advisory body's mission and any current goals.

While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide members in their actions. This handbook provides a summary of important aspects of activities and how they relate to the city as a whole. However, it does not incorporate all material and information necessary for undertaking the business of these and other groups. This handbook also includes an appendix that has further information that may be useful or used as a reference during your term as a commission member.



Article II. Serving on a Commission, Board or Committee

Section 2.01 Commissioner Expectations

The following principles help ensure that the commission operates with the maximum of efficiency and effectiveness:

1. Members are expected to attend all meetings.
2. If you are going to miss a meeting, please contact your staff liaison prior to the meeting. This helps ensure that the commission will have a quorum at the meeting.
3. Members are encouraged to respect the decision-making process and any decisions made by the group. Each individual member is expected to respect the official position or action of the commission.
4. Any written or email communications among members must be sent to the staff liaison for distribution in accordance with the open meeting law. The Open Meeting Law outlines what constitutes a meeting and the rules that must be followed.
5. Issues and decisions are expected to be openly discussed at meetings.
6. No member will expect nor seek special consideration or influence based upon their position.

Roseville has seven citizen advisory commissions that review specific areas of interest and provide advice to the city council.



Section 2.02 Open Meeting Law

All of the meetings of the city's commissions are open to the public and subject to the Open Meeting Law, (Minnesota Statutes, Chapter 13D). When one-half (quorum) or more of the members of a governmental body are present, for official purposes, it is considered a meeting. A meeting does not include social or chance gatherings not intended to avoid the law.

The purpose of the Open Meeting Law is:

- To prohibit actions being taken at a meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences.
- To assure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

The primary requirements of the open meeting law is that meetings be open to the public, proper notice be given to the public, and relevant materials be available to the public. Further, communications, including emails or other electronic communication, between some or all members, could potentially be considered a public meeting. If you have information or any type of communication that you would like to share with other members, send to your staff liaison who can then forward it to all members of the commission and then be reviewed or discussed at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns or seeking further information on topics or agenda items.



Section 2.03 Conflict of Interest

Generally, state law prohibits public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Members must avoid actions that may give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member is expected to abstain from discussion or voting on the issue. If members have questions about the possible conflict of interest they can contact their staff liaison who will check with the City Attorney.

Section 2.04 Standards of Appearance

All Commission meetings are open public meetings where members of the public are welcome to attend. Commission members are representing the City during these meetings; therefore it is important that a professional appearance be maintained.

Article III. Roles and Responsibilities

Section 3.01 Role of Chair

The chair presides at all official meetings and generally ensures that the group reviews and acts upon the items on the agenda. The chair is expected to ensure that decisions are made in a timely manner, yet be careful not to limit discussion - assuring that both members of the public and fellow commission members have an opportunity to be heard.



Responsibilities of the Chair:

- Preside over all official meetings of the commission.
- Consult with the staff liaison in drafting the meeting agenda, if necessary.
- Attend City Council meetings as needed to represent the commission.
- Serve as a model of leadership and inspire public confidence in Roseville's government.

The chairperson is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers.
- Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule whether motions are out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum for the meeting.
- Ensure that meetings are conducted in an efficient and productive manner.

The effective chairperson also:

- Solicits discussion and opinions from all members.
- Does not allow personal attacks.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants.

Section 3.02 Role of Commission Members

Serving on a commission is a privilege that implies a responsibility to act in the best interest of the City of Roseville. Members serve as ambassadors of the city, and represent the interests of the city both at official meetings as well as outside of City Hall. As an ambassador of the city, it is important to understand that your words and actions reflect that role at all times.

A member is expected to:

- Attend scheduled meetings or let the staff liaison know if you will be absent from a meeting.
- Prepare in advance of meetings (e.g. read agenda packet carefully prior to the meeting) and be familiar with issues on the agenda.
- Contact the staff liaison if there are questions or the member requires additional information on an agenda item prior to the meeting.
- Fully participate in meetings and carry out assignments.
- Use community members to obtain feedback on topics under consideration.
- Be considerate of fellow members and staff.
- Demonstrate respect, kindness, consideration, and courtesy to others.
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Not direct staff.
- Not speak for the commission unless authorized by the commission.
- Not speak for the city unless authorized to do so by action of the City Council.



Section 3.03 Role of Staff Liaison

Some City staff are assigned the additional duty of serving as a commission staff liaison. As a commission liaison, the staff member will serve as the link between the commission and the City Council. Typically the staff liaison is responsible for orienting and helping train new members, facilitating meetings, providing necessary information regarding rules and regulations, preparing and presenting reports to the commission and answering any questions that may arise at meetings.

Other duties include:

- Ensuring that a work plan for the coming calendar year and summary of accomplishments in the prior calendar year is submitted by the commission. Provide administrative support.
- Consulting with the chair to prepare agendas as necessary.
- Posting meeting agendas in compliance with the state open meeting law.
- Distributing meeting packets to members.
- Preparing minutes and distribute them to the City Council in either draft or final form.
- Presenting an accompanying report that contains a recommendation for action.



Section 3.04 Relationship with City Council

Members serve an important role in extending the reach of the democratic process into the community. The City Council relies on the work of commissions and boards, however, members should be aware of and sensitive to the Council's need to balance priorities and goals for the entire city.

Members of commissions should:

- Think of themselves as advisors to the City Council and ambassadors of the city.
- Make their decisions based on their collective judgment and not try to predict what action the City Council may take.

Section 3.05 Social Media

Members of city commissions are increasingly called upon to communicate with the public and stakeholders via a variety of channels. Social media such as Twitter, Facebook or professional networks like LinkedIn are becoming media platforms where citizens are spending more and more time.



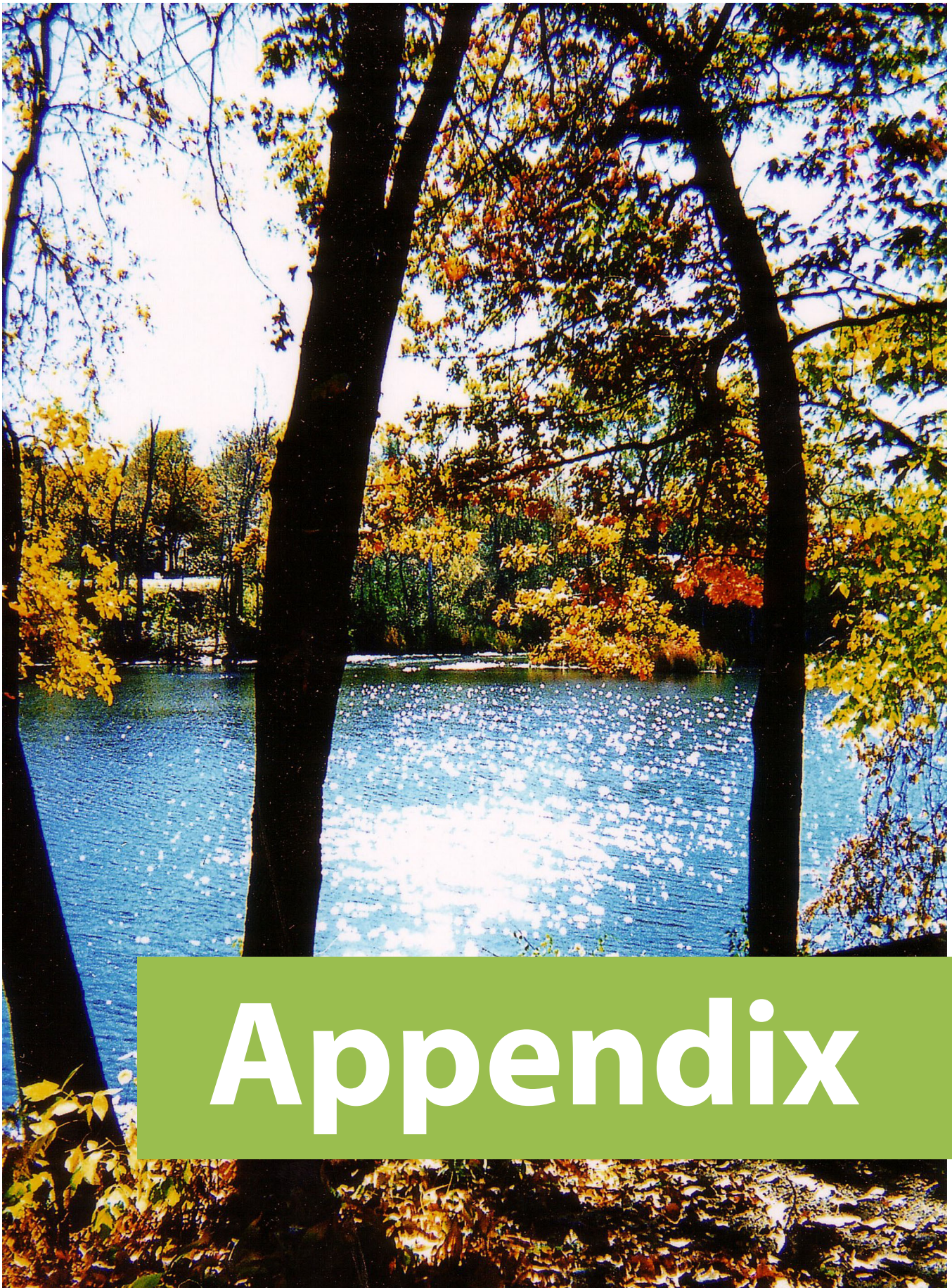
Many members use social media in various ways. However the 'personal' style of social media can make it difficult to draw the line between public/professional and private use. As an ambassador of the city, it is important to remember that your statements and opinions must remain personal and cannot be regarded as representing the city's nor your commission's official position. Please consider this when posting on social media on topics that could be related to your work with the city and do not give the impression that you are speaking on behalf of the city or commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a commission member.

Section 3.06 Removal of Members

The City Council is responsible for appointment to all city commissions and reserves the right to appoint, reappoint or remove any individual from a commission at any time.

Notes

[illegible]



Appendix

Appendix A. City Overview

Form of Government

The City of Roseville is a Statutory “Plan B” city. This means that Roseville has a Council/Manager form of government where all policy and legislative decisions are the responsibility of the City Council, but administrative responsibilities are delegated to the City Manager. Roseville residents are represented by the Mayor and four City Council members. The Mayor and each Council member has one vote each.

The Council/Manager plan combines the political leadership and community knowledge of elected officials with the managerial experience and expertise of an appointed official. The City Council is the policy making and legislative body; while the City Manager is responsible for the day-to-day administration of the city.

City Council

The City Council is the governing body of the city. It is vested with broad powers in areas of legislative policy, budgetary adoption and establishment of service levels. The City Council, elected at large, represents the entire community, and serves as the “Board of Directors” for the municipal corporation.

City Council members are elected serve four year staggered terms. The Mayor is elected to a four year term. Elections are held in November in even numbered years.

City Manager and Departments

The City Manager is responsible for the day-to-day management of the city. Council members and citizens rely on the City Manager to provide unbiased and objective information while presenting all sides of an issue and information about long-term consequences. The City Manager supervises the organization through department directors. There are seven departments including Administration, Community Development, Finance, Fire, Parks and Recreation, Police and Public Works.

Staff

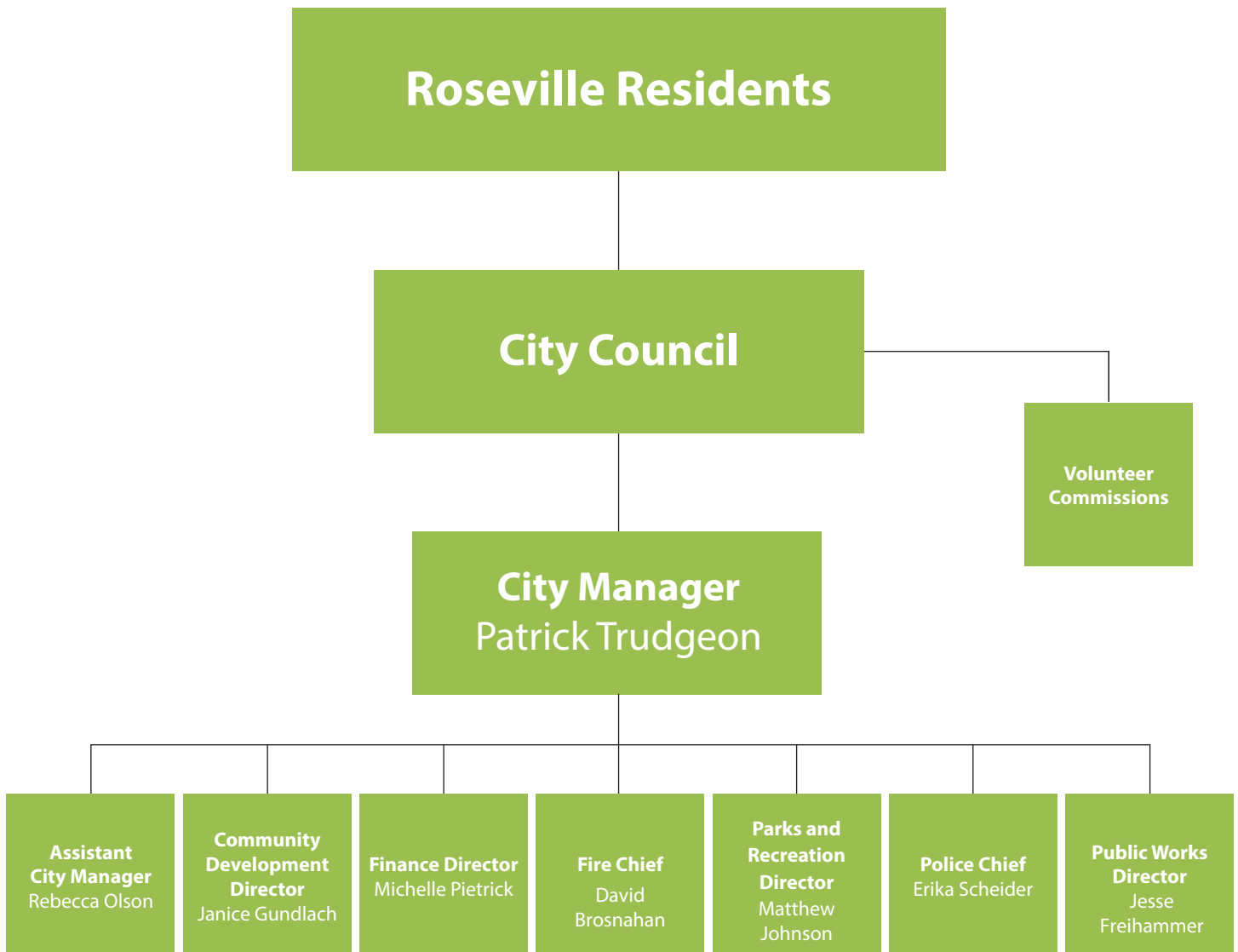
City staff, under the direction of the City Manager, is responsible for carrying out the policies and actions of the City Council and implementing the programs and services set out in the budget and identified in the Council goals. The City Manager and City Attorney are appointed by the City Council. Department Heads and staff members are appointed and report directly to the City Manager. Commissions work closely with the staff liaison; however, they do not have the authority to supervise or direct the work of staff. Special assignments to staff are made through the City Manager.

Commissions

Commissions are standing bodies established by city ordinance and appointed by the City Council to provide ongoing input on major policy areas. Their responsibilities are advisory and primarily include:

- A. Providing ongoing recommendations to the City Council and staff regarding special program areas.
- B. Identifying issues that the commission believes should be addressed by the City Council or staff.
- C. Providing education and awareness opportunities for residents on policy issues and concerns.

Appendix B. Organizational Chart



Appendix C. Appointment Policy

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.
- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT – REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.

- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

Appendix D. Meeting Procedures

Agendas

An agenda for each meeting of a City Commission is typically prepared by the staff liaison, sometimes in consultation with the chair. The agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Minutes

Summary minutes of each meeting are typically recorded by a third party and sent to the staff liaison. Minutes serve as a permanent record of the commission's actions, discussion and opinions. They are forwarded to the City Council as input and background for Council decisions.

Correction to Minutes

It is important for members of city commissions to review minutes and make corrections if needed so that the approved minutes accurately reflect the work of the group. Corrections to minutes are made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, second, and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission will be reflected in the minutes for the meeting at which the corrections are made.

Open Meeting Law

All of the meetings of the city's commissions are open to the public and subject to the Open Meeting Law. A meeting is defined as the convening of members, either in person or through electronic media or other communications, of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When one-half or more of the members of a governmental body are present, it is considered a meeting for official purposes. A gathering of a quorum or more Commission members constitutes a public meeting. **The purpose of the law is to:**

1. Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
2. Ensures the public's right to be informed; and
3. Gives the public an opportunity to present its views.

Further, any communication, including emails or other electronic communication or serial conversations, between some or all members, could be considered a public meeting. If you have information or any type of communication that you would like to share with other members send it to your staff liaison who will forward it to all members of the commission. The information will then be reviewed or discussed at a public meeting.

Any person who intentionally violates the Open Meeting Law is subject to personal liability in the form of a civil penalty of up to \$300 for a single occurrence. The city does maintain insurance for Open Meeting Law coverage, but it does not cover a commissioner's personal penalty.

Public Notice

The heart of the Open Meeting Law is the requirement that all meetings of a governmental body be preceded by an official public notice. Public notice will be provided in the following manner:

- As required by state statutes;
- Notice will set forth the time, date, place and the subject matter of the meeting; and
- Notice will be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Rosenberg's Rules of Order (see Appendix F)

The City Council, commissions, and boards typically follow Rosenberg's Rules of Order for any formal actions. The adoption of rules was undertaken to simplify procedures. A quick reference guide will be provided to all Commission members.

Quorum

A quorum is the minimum number of members that must be present for a group to conduct business. A quorum is a majority of the authorized seats on the Commission. For a seven-member Commission, a quorum of four must be present. However, when a vacancy exists on a Commission, a quorum shall consist of a majority of the Commission's non-vacant seats.

Voting

When present, all commission members are to vote. Upon request of any commission member, a roll call vote will be taken and recorded. A tie vote is equivalent to a vote that has failed.

Appendix E. Ethics Code

CITY OF ROSEVILLE

CODE OF ETHICS FOR PUBLIC OFFICIALS

PURPOSE

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

SECTION 1. DECLARATION OF POLICY

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that annual training be held to discuss the meaning of this code with Public Officials, and in addition such training shall involve trained experts on government ethics. The City Manager shall be the coordinator for the annual training. The training will keep the subject of ethics in government fresh in everyone's mind. (amended 5-23-2011)

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

SECTION 2. DEFINITIONS OF TERMS

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head. Public Officials include the following:

- A. Members of the City Council and Mayor;
- B. The department head and assistant department head of each City department;
- C. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- D. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term "Anything of Value" shall not be deemed to include:

1. Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
2. Services of insignificant monetary value;
3. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
4. A trinket or memento costing \$5 or less;
5. Informational material of unexceptional value;
6. Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
7. A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

SECTION 3. ETHICAL CONSIDERATIONS

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. **Other Offices or Employment.** An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.
- B. **Use of Confidential Information.** No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value, or for the benefit of any other person or entity; nor shall any Public Official make such information available when it would be reasonably foreseeable that a person or entity would benefit from it.
- C. **Solicitation of or Receipt of Anything of Value.** A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.
- D. **Holding Investments.** No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. **Representation of Others.** A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. **Financial Interest.** Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. **City Property.** No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. **Special consideration.** No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

- I. **Giving Anything of Value.** No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. **Public Funds, etc.** No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. **Expenses.** Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. **Donations.** No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.
- M. **Official Action.** No Public Official shall take an official action or attempt to influence any process which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. **Compliance with Laws.** Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. **Cooperation with Ethics Committee Investigations.** Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. **Resolution of Ethics Complaints.** The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

SECTION 4. SPECIAL CONSIDERATIONS

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

SECTION 5. HANDLING ALLEGED VIOLATIONS OF CODE OF ETHICS

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.
- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
 - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.

- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be “clear and convincing evidence.” The term “clear and convincing evidence” shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.
- H. A complainant may withdraw a complaint, filed under this Code at any time, in writing with the City Manager or City Attorney. Unless the City Council directs otherwise, City personnel need not take any further action in accordance with the Code after such withdrawal. Once acceptance by the City Council has been granted, the City Attorney or City Manager shall provide notice to the complainant, the subject of the complaint if appropriate, and the Ethics Commission that the withdrawal has been accepted.

SECTION 6. DISCLOSURE OF FINANCIAL INTERESTS

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

Appendix F. Rosenberg's Rules of Order

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, Robert's Rules of Order, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. Rules should establish order. The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. Rules should be user-friendly. That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does not mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion.

If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decisionmaking. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.
3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair’s designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made.

So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend passed, the chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question."

When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda

to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy.

Appendix G. Roseville City Council Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The Council adopts Rosenberg's Rules of Order for all Council meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- A. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker, or a different amount of time at the discretion of the chair.
- B. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker, or a different amount of time at the discretion of the chair.
- C. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- D. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- E. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- F. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville so meetings will end by 10:00 p.m. Meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 11 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 12 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Approval of Minutes
- 9) Consent Agenda
- 10) Council and City Manager Communications, Reports and Announcements
- 11) City Manager Future Agenda Review and Councilmember Initiated Future Agenda Items
- 12) Adjourn

* Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Council Actions, as appropriate.

The Council will schedule a 10-minute break approximately two hours after the start of meeting.

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

- A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;
- A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;
- A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 13 City Council Task Force or Subcommittee Formation

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Appendix H . Uniform Commission Code

CHAPTER 201 Advisory Commissions

SECTION

- 201.1: Establishment
- 201.2: Purpose
- 201.3: Membership
- 201.4: Terms
- 201.5: Compensation
- 201.6: Organization
- 201.7: Meetings and Reports

201.1: ESTABLISHMENT

- A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.
- B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.2: PURPOSE

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or by State Statutes.

201.3: MEMBERSHIP

- A. All members of advisory commissions shall be residents of the City and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint additional residents of the city who are the age of 18 or under and enrolled in high school, to serve one-year terms as ex-officio youth commissioners.

201.4: TERMS

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration of the term, or at such time as a successor is appointed.
- D. Term Limits: Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
- E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary.
- F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12-month period, the staff liaison or commission chair will forward the information to the City Council.
- G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:
 - 1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
 - 2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12-month period, the member may be removed by the City Council.

201.5: COMPENSATION

Members of all advisory commissions shall serve without compensation.

201.6: ORGANIZATION

- A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of the City Code.
- B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.
- C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.
- D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.
- E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.
- F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.
- G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term.

201.7: MEETINGS AND REPORTS

- A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes.
- B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.
- C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.
- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commissions must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other Commission meetings.
- F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

CHAPTER 202 Planning Commission

SECTION

- 202.1: Establishment and Membership
- 202.2: Meetings and Reports
- 202.3: Preparation of Comprehensive Plan
- 202.4: Procedure for Adoption of City Comprehensive Plan
- 202.5: Adoption of City Comprehensive Plan by City Council
- 202.6: Means of Executing Plan
- 202.7: Zoning Code and City Comprehensive Plan

202.1: ESTABLISHMENT AND MEMBERSHIP

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19- 1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.2: MEETINGS AND REPORTS

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.3: PREPARATION OF COMPREHENSIVE PLAN

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.4: PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7ths of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord. 1175A, 11-25- 1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment.

Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.5: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.6: MEANS OF EXECUTING PLAN

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.7: ZONING CODE AND CITY COMPREHENSIVE PLAN

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996)

CHAPTER 203 Police Civic Service Commission

SECTION

203.1: Establishment

203.2: Statute Adopted

203.1: ESTABLISHMENT

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord. 221, 10-22-56)

203.2: STATUTE ADOPTED

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56)

CHAPTER 204 Parks and Recreation Commission

SECTION

204.1: Establishment and Membership

204.2: Scope, Duties and Functions

204.1: ESTABLISHMENT AND MEMBERSHIP

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.2: SCOPE, DUTIES AND FUNCTIONS

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.
- N. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1410, 6-13-2011)

CHAPTER 205 Human Rights, Inclusion and Engagement Commission

SECTION

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP

There is established a Human Rights, Inclusion and Engagement commission of the city, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** - The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and businesses with the work of the City.
 - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
 - 2. Understand the demographics of the community.
 - 3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
 - 4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters
- B. **Advise** - The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City's efforts to foster a sense of community with residents and businesses.
 - 1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City's policies and actions.
 - 2. Review and recommend ways to improve the City's interactions with residents, businesses, and community and neighborhood organizations through:
 - a. Communication efforts to facilitate effective two-way communication whenever possible
 - b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community's various visioning efforts.
 - c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
 - 3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.
- C. **Engage** - The commission may engage residents and businesses through city council-approved programs, events and projects that support the commission's purpose. Such city-council-approved efforts may be developed or supported by the commission through:

1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.
2. Events or projects that promote connections in the community
3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.

D. Perform other duties and functions as directed by the City Council.

SECTION 2

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

SECTION 3

Effective date. This ordinance shall take effect upon its passage and publication.

(Ord. 1526, 4-24-2017)

CHAPTER 206 Public Works, Environment, and Transportation Commission

SECTION

206.1: Establishment and Membership

206.2: Scope, Duties and Functions

206.1: ESTABLISHMENT AND MEMBERSHIP

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.2: SCOPE, DUTIES AND FUNCTIONS

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002)

CHAPTER 207 Ethics Commission

SECTION

207.1: Establishment and Membership

207.2: Scope, Duties and Functions

207.1: ESTABLISHMENT AND MEMBERSHIP

There is established an ethics commission of the City which shall consist of one member from each City Advisory commissions and which shall be subject to Chapter 201 of the City Code.

The ethics commission shall hold an annual meeting and otherwise meet on an as-needed basis or when an ethics complaint is filed.

207.2: SCOPE, DUTIES AND FUNCTIONS

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council.

(Ord. 1338, 6-12-2006)

CHAPTER 208 Finance Commission

SECTION

208.1: Establishment and Membership

208.2: Scope, Duties and Functions

208.1: ESTABLISHMENT AND MEMBERSHIP

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

A minimum of three members shall have financial management experience or training.

208.2: SCOPE, DUTIES AND FUNCTIONS

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present- day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- E. Review and recommend the annual timeline and process for creating City budgets.
- F. Review the annual financial information, the annual audit report and management letter.
- G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
- H. Perform other duties the City Council assigns.

(Ord. 1538, 12-11-2017)

City of Roseville | Boards and Commissions

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The Roseville City Council sincerely appreciates the members of our community who donate their time throughout the year to serve on our boards and commissions in order to make our city a better place.



City of Roseville Mission

To provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

Community Aspirations

As a community, we aspire to be...

- Welcoming, inclusive, and respectful;
- Safe and law-abiding;
- Economically prosperous, with a stable and broad tax base;
- Secure in our diverse and quality housing and neighborhoods;
- Environmentally responsible, with well-maintained natural assets;
- Physically and mentally active and healthy;
- Well-connected through transportation and technology infrastructure; and
- Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.

