

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

January 5, 2021, and as amended

I. Meetings

(A) TIME

1. Regular meetings of the Board shall be as per Statutes, on the 1st Tuesday after the 1st Monday in January
2. Special meetings of the County Board shall be held on the 2nd Tuesday and 4th Tuesday of each month (except January) at 5:00 p.m. or at such time and day as determined by the County Board of Commissioners

(B) PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

II. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

III. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

IV. Order of Business

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence
6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Other

7. General Business/Administration
8. Policy Committee Reports and Items of Action
9. Reports of Officers, Boards & Committees
10. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Auditor's Office no later than the close of business on the Tuesday proceeding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, that no items of business shall come before the Board until same shall have had a proper review by the Committee of the Board so charged.
- d. Emergency items may be taken in their proper order, without going before the Committee upon the affirmative vote of the Board. When an agenda item is added to the Board meeting agenda without previous review by a Committee of the Board, the Chair or presiding officer shall allow Board discussion or comment prior to the making of a formal motion and may, at his or her discretion, allow limited public comment on potential action items.
- e. All items to be included on the proposed agenda shall be listed with the Administrator on the Thursday preceding the meeting.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Auditor has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

- VIII. Motion to Adjourn
A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.
- IX. Silence Constituting Affirmative Vote
Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.
- X. Roll Call Vote
The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.
- XI. Introducing for Passage of Approval
- a. No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.
 - b. Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.
 - c. Proposed, resolutions must be in writing and a copy of each before each Commissioner before being considered.
 - d. All resolutions and ordinances shall become effective upon their publication as provided by law.
- XII. Absence from Meeting
Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.
- XIII. Records
It shall be the duty of the County Auditor to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Auditor shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.
- XIV. Parliamentary Practice
The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

XV. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended: January 5, 2021