

Owatonna Park Board Meeting Procedures

1. Meeting Etiquette

- a. **Arrive on time.**
- b. **Be prepared.** Each participant should come to the meeting with all of the materials and data he/she will need and an understanding of the meeting topic.
- c. **Speak in turn.** Keep the meeting organized by only speaking when you have the floor. Ask questions during the designated question period and raise your hand to be recognized by the chairperson as having the floor. Do not interrupt someone while they are speaking or asking a question. Be courteous, let others speak, and keep comments and questions focused and on point.
- d. **Listen.** You may find that many of the questions you have about a topic are answered by the content of the meeting. Listen attentively to the meeting and take notes. Active listening is respectful and gives you a solid base for formulating your response.
- e. **Be polite with your phone.** Turn off your cell phone prior to the start of the meeting. If you are expecting an urgent call, then set your phone to vibrate and excuse yourself from the meeting if the call comes in.

2. Meetings

- a. Meetings are generally held the first Monday of each month beginning at 4:30 p.m.
- b. Special meetings may be called by the Chair or at the request of at least 2 members of the Board. Park Department staff shall notify all members of the Board by email and by any other appropriate manner not less than two days in advance of such special meeting.
- c. Agenda items should be submitted to the Director of Parks at least 10 days prior to a scheduled meeting. The Director shall determine if the item will be placed on the agenda.
- d. Agendas are sent out during the week prior to the meeting.

3. Agenda

A. Opening Business

- i. Call to Order
- ii. Roll Call

B. Approval of Agenda

C. Approval of Past Month's Meeting Minutes

D. Persons Wishing to Appear (any item not on agenda can be addressed by guests with a 5-minute time limit)

E. New Business (may include action items for which staff desire to make a presentation/recommendation)

F. Old Business

G. Communication

- i. Director's Report
- ii. Staff Reports (include Park Permits or fee updates that require Board action)
- iii. Board Member Reports
- iv. Announcements
- v. Upcoming Key Dates

I. Adornment

4. Meeting Procedures

- a. The following rules shall govern Board procedures, with Robert's Rules of Order governing meeting procedure not covered herein. Technical rules shall not impede the Board's ability to take the actions it deems appropriate.
- b. A quorum shall consist of a simple majority of all Board members. Once a quorum is established, the Board can continue acting unless the number of members present is less than a quorum and a member makes a quorum call.
- c. All formal actions shall be by motion followed by a second. Discussion on a motion should not begin until there is a second. A properly seconded motion may be approved by a majority of members voting.
- d. All members of the Board may vote and voting shall be by voice vote or by a show of hands and the result of the voice or hand vote shall be kept as part of the minutes. A person not voting shall be considered to have abstained.
- e. A motion may be amended by a motion that is acceptable to the maker of the original motion and to the person that seconded the original motion. The motion to amend must be seconded and approved by a majority of members voting.
- f. Most action items under consideration by the Board and not subject to the requirement of a public hearing or public comment. If it is apparent that members of the public desire to make comment, the Chair shall ask if there is a motion to allow public comment on the agenda item. If such motion is made, seconded and approved by a majority vote of those members voting, public comment may be received subject to such rules as are pronounced by the Chair. This should generally include a five minute time limit per speaker and one opportunity per person unless questions are posed by Board members.

- g. No binding or final action may be taken on any matter not on the written agenda as an action item except by a unanimous vote of the members voting.
- h. A tabling motion is not debatable and must be voted on immediately. An approved motion to table has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- i. An action taken at the same or immediately prior meeting can be amended by motion to reconsider made by a member of the prevailing side of the vote when the action was approved. Any person may second a motion to reconsider. A majority vote of members voting is needed to reconsider the item.
- j. Whenever a Board member shall have a direct or indirect personal or financial interest in an action item, such member shall declare such interest and shall not participate as a member of the Board in any hearing, discussion or deliberations of such matter, and shall in no event vote on such matter.

5. Public Hearings

- a. The Board may hold a public hearing when it decides that such hearing will be in the public interest.
- b. Notice of the time, place and purpose of such hearing shall be published on the City's web-site at least 10 days prior to the hearing.

6. Public Hearing Procedure

- a. The purpose of holding a public hearing is so the views of the citizens affected are known to the Board in order to assist the Board in its decision.
- b. The Chair shall announce the commencement of the public hearing and the nature of the issue under consideration, all persons desiring to speak on the issue shall be heard. The Chair shall also describe the rules for the public hearing that generally should include a five minute per person time limit and one opportunity to present to the Board unless questions are posed to that speaker by a Board member.
- c. Each speaker shall provide their name and address before addressing the Board.
- d. The staff report and recommendation, if any, and any communications from the public on the issue shall be included in the agenda packet for the meeting.
- e. Speakers may present exhibits or other documents for consideration.
- f. When all persons have had their opportunity to speak the public hearing shall be closed. The Board may then consider motions on the action item or a motion to table.
- g. A record shall be kept of those speaking before the Commission at such public hearings.
- h. While the foregoing order of procedure is intended to establish the general rules for the conduct of a public hearing before the Commission, it should be understood that all public hearings before the Commission will be

informal in nature, witnesses shall not be sworn or testify under oath, formal rules of evidence shall not apply, and any procedure which gives the opportunity to present all facts, evidence, and exhibits relevant or material to the hearing, shall suffice.

7. Open Comment Period

- a. The audience member must be recognized by the Chair.
- b. The audience member must come forward, state their name, address, and the issue they wish to make a statement on.
- c. The time cannot be used to discuss an item on the agenda or that has been scheduled as a public hearing.
- d. This agenda section is limited to 15 minutes, and each speaker is limited to five minutes.
- e. Any speakers not having the opportunity to be heard will be first to present at the next Commission meeting.
- f. Matters currently tabled, in negotiation or litigation will not be discussed in this forum.
- g. Matters related to personnel will not be discussed in this forum.
- h. Questions posed by a speaker will generally be responded to in writing unless the Board or staff can adequately answer the question at the meeting.
- i. The issue to be addressed must not have been previously addressed at a Board meeting or open forum.
- j. The Board shall not debate or discuss other than to decide how to handle the request or question. Where the Board decides a response is necessary it may place the issue on the agenda for one of the next regularly scheduled meetings or direct staff to investigate and respond.