



# City of Saint Paul

City Hall and Court House  
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## Legislation Text

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**File #:** RES 22-1201, **Version:** 1

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Amending the By Laws (bylaws) of the Saint Paul Public Library Agency that establish the Rules of Procedure for the Saint Paul Library Board.

WHEREAS, the Saint Paul Administrative Code Section 14.02(d) states that the library board shall be subject to the same procedural rules as those established for the city council; and

WHEREAS, the Rules of Procedure for the Saint Paul City Council are published as Chapter A-1 of the Appendices to the Administrative Code; and

WHEREAS, the By Laws of the Saint Paul Public Library Agency may be amended by resolution; and

WHEREAS, it is necessary to update the Rules of Procedure within the By Laws of the Saint Paul Public Library Agency to be consistent with the Administrative Code and the Council Rules of Procedure; now, therefore, be it

RESOLVED, that the Saint Paul Library Board hereby amends the By Laws of the Saint Paul Public Library Agency to adopt the same procedural rules as those established for the City Council in the particulars as follows, with ~~strikethrough~~ language removed and underlined language added:

### ARTICLE X.

#### RULES OF PROCEDURE

The powers of the Board shall be vested in the Commissioners thereof in office at any one time and, pursuant to Chapter 14.02(d) of the Saint Paul Administrative Code, the proceedings of the Board shall be governed by the Rules of Procedure for the Saint Paul City Council published as Chapter A-1 of the Appendices to the Administrative Code. ~~established herein.~~

Rule 1. ~~Parliamentary authority.~~

~~The rules of parliamentary practice set forth in Robert's Rules of Order shall govern the Board on any question or point not contained in these rules of procedure.~~

Rule 2. ~~Suspension of rules.~~

~~Any of the rules may be suspended by the affirmative vote of two-thirds of the commissioners present. Rules relating to the priority of business or to business procedure may be suspended by the~~

~~Chairperson requesting general consent; provided that if such consent cannot be obtained, suspension may occur by majority vote of the commissioners present.~~

~~Rule 3. Quorum.~~

~~A majority of the commissioners shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of absent members under such terms and penalties as the board may prescribe.~~

~~Rule 4. Attendance at meetings.~~

~~Unless excused, all members of the Board shall take their respective seats at the hour designated for convening the Board for all regular or special meetings. No member shall leave the board meeting while in session without permission of the presiding officer.~~

~~Rule 5. Convening the board.~~

~~The presiding officer shall convene each meeting and the order of business shall be as follows:~~

- ~~(a) roll call;~~
- ~~(b) consent agenda;~~
- ~~(c) approval of the minutes if not on the consent agenda;~~
- ~~(d) official communications from the mayor;~~
- ~~(e) applications and communications if not on the agenda;~~
- ~~(f) new business – resolutions if not on the consent agenda;~~
- ~~(g) committee reports;~~
- ~~(h) public hearings;~~
- ~~(i) miscellaneous;~~
- ~~G) adjournment.~~

~~Rule 6. Conduct of business.~~

- ~~(a) All members of the board, including the presiding officer, shall, during the business conducted, restrict their discussion to comments germane to the business before the board.~~

(b) Any ruling of the presiding officer may be appealed by any member and, upon request of any member, a roll call vote shall be taken thereon. The vote of at least a majority of the members present shall be required to overrule the presiding officer.

(c) Only one citizen shall be heard at one time before the board, and those appearing and waiting opportunity to be heard on any matter shall remain seated until the person speaking shall have finished his argument or statement and has seated himself. Each person appearing before the council, before commencing his argument or statement, shall take a position at the foot of the board table, shall state his name, address and the subject matter to be discussed and shall continue in such position until he shall have concluded his argument or statement.

Rule 7. Proceedings and motions.

(a) Roll call votes. All votes upon final adoptions shall be by roll call vote, with the presiding officer voting last. A roll call vote shall not be interrupted, but a member may, prior to the calling of the roll, make comment or explain his vote. All motions and resolutions shall be final upon board approval.

(b) Motions during debate. Any commissioner shall have the right to bring any motion before the board without a second. After a motion is made by a commissioner, the presiding officer shall restate such motion and it shall be in the possession of the board, but it may be withdrawn at any time before amendment or action taken thereon by the commissioner requesting the motion. All motions and amendments thereto shall be entered at large upon the minutes and the vote thereon, whether they be adopted or rejected.

(c) Precedence. When a question is under debate, no motion shall be considered except one of the following, which motions shall take precedence in the order stated and said motion shall be carried by a majority of those present:

(1) To adjourn or recess.

- (2) ~~To lay on the table.~~
- (3) ~~For the previous question.~~
- (4) ~~To postpone to a time certain.~~
- (5) ~~To refer to a committee.~~
- (6) ~~To amend.~~
- (7) ~~To postpone indefinitely.~~

~~When a question is under consideration, a motion to amend and a motion to amend that amendment shall be in order until the disposition of the previous motion.~~

(d) ~~Previous question:~~

- (1) ~~The previous question shall be put in this form: "Shall the main question now be put?" It may be ordered by the affirmative vote of five (5) members of the council and its effect shall be to put an end to all debate and bring the council to a direct vote upon amendments, if any, and then upon the main question.~~

- (2) ~~If the question before the board contains several points, any commissioner, upon request, may have it divided and a separate vote taken on each point.~~

(e) ~~Motion to adjourn. A motion to adjourn or recess shall be in order except:~~

- (1) ~~When a member is speaking;~~
- (2) ~~While the same item of business is pending during which such a previous motion is defeated; or~~
- (3) ~~During a roll call.~~

~~A motion to recess shall take precedence over a motion to adjourn.~~

~~Rule 8. Stages of consideration.~~

(a) ~~Initiation of resolutions:~~

- (1) ~~A resolution is initiated when the original is submitted to the secretary of the council in proper form before 4:30 p.m. of the day before four (4) business days preceding the meeting~~

at which it is intended to be considered.

- (2) The resolution shall be initiated by any one (1) member of the board signing the original copy.

(b) Introduction of resolutions:

- (1) Every resolution shall be presented in writing and read in full before a vote is taken unless the reading of the resolution is dispensed with by unanimous consent. Resolutions shall require an affirmative vote of at least four (4) members, unless a member of the Board is required to abstain from voting by any provision of law or ordinance, in which case the number of votes required to pass a resolution under this section shall be a simple majority of those present.

(c) Effective date of resolutions:

Unless otherwise required by law, resolutions shall become effective upon passage by the board and approval by the mayor or board override of a mayoral veto. Every resolution adopted by the Board shall be presented to the mayor as soon as practicable, but not later than five (5) business days after its passage, for the mayor's approval or rejection. Within five (5) business days after presentation, the mayor shall either sign the measure or return it to the Board with a communication in writing stating the disapproval and the reasons therefor. If the mayor neither signs nor vetoes the measure within five (5) business days, it shall be deemed approved.

- (d) Withdrawal. Any member of the board introducing a resolution may, at any time prior to the vote for final adoption, withdraw said resolution on his or her own motion.

- (3) A resolution may be recalled at any time by an affirmative vote of five (5) or more members of the board.

- (e) Public hearings. Whenever any matter is such that by law a notice of hearing must be published for a hearing held before the entire board, the city clerk shall advertise once in the official newspaper

~~the date of bearing set by the presiding officer and the secretaiy shall place the matter on the agenda for that meeting under the order of business "public hearings" in the order of introduction.~~

- (f) ~~Consideration for final adoption. After stating the question on final adoption, the presiding officer shall first recognize the commissioner introducing the resolution or ordinance, if there be one. After he/she has spoken or declined to speak, any commissioner may be recognized for debate or other matter properly in order.~~
- (g) ~~Reconsideration. When a question has been voted upon it shall be in order for any member who voted on the prevailing side to move a reconsideration at the same or the next following regular board meeting occurring thereafter.~~