

ORDINANCE NO. 110

AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR REGULAR TOWN BOARD MEETINGS, CHANGING THE REGULAR MEETING DATE OR PLACE, PROVIDING FOR THE ORDER OF BUSINESS AT TOWN BOARD MEETINGS, ESTABLISHING A PROCEDURE REGULATING THE APPEARANCE OF PERSONS DESIRING TO BE HEARD AT MEETINGS OF THE TOWN BOARD AND PROVIDING FOR THE EXERCISE OF DISCRETION BY THE CHAIRMAN.

The Town Board of the Township of Empire, County of Dakota, State of Minnesota, ordains as follows:

SECTION 1. REGULARLY SCHEDULED MEETINGS; TIME AND PLACE; METHOD OF CHANGING

The Town Board of Empire Township, Dakota County, Minnesota, shall hold a meeting of its members, open to the public, on the second and fourth Tuesdays of every month at 8 o'clock P.M. in the Empire Town Hall, located on 197th Street in Empire Township. In the event that the regularly scheduled meeting occurs upon a state, or national holiday, the meeting shall be held at the same place at the same time on the following day. In the event the chairman of the Town Board decides that either the day, time or place of the meeting ought to be changed, notice of the change shall be posted in **two** conspicuous places **at** the Township at least five days prior to the regularly scheduled meeting, exclusive of Sundays and holidays, and in no event shall the meeting be held prior to the date of the regularly scheduled meeting. Notice of any such change shall be given in a way calculated to give the public, including the news media, notice of the meeting.

SECTION 2. SPECIAL MEETINGS

Special meetings of the Town Board of Empire Township may be called by the chairman, the clerk or any supervisor. Notice of special meetings shall be given at least 24 hours prior to the meetings. Verbal notice shall satisfy this requirement, and the requirement of notice may be waived in writing by the Board member or by attendance at the meeting. In addition to notice to the members of the Town Board, notice to the public of the special meeting, including notice to the news media, shall be given in the manner that the clerk of the township deems best calculated to provide actual notice to the public including the news media.

SECTION 3. ORDER OF BUSINESS

At all regular or special meetings of the Town Board of Empire Township, Dakota County, Minnesota, the order of business shall be as follows:

- A. Chairman calls the meeting to order.
- B. Call of roll to determine if quorum (two or more voting members) are present.
- C. Reading of the minutes of the last Town Board meeting and making changes and approval.
- D. Appearances by persons desiring to be heard and who have complied with the provisions of Section 4, below.
- E. Treasurers report by clerk.
- F. Presentment of bills to be paid.
- G. Committee reports.
- H. Building permits and discussion and Board action.
- I. Discussion and disposition of all business.
- J. New business.
- K. Adjournment.

SECTION 4. **APPEARANCES, PROCEDURE**

Any person desiring to address the Town Board at a regular or special meeting thereof, may do so, provided:

- A. Notify the Town clerk no later than 12 o'clock noon on the day of the meeting of his intention to appear and nature of the matter he desires to bring to the Board's attention.
- B. He, prior to addressing the Board, has identified himself to the Town Clerk at the meeting, who then shall advise the chairman of the name of the person, the nature of his business and whether the person has complied with subsection A of this section or not.

SECTION 5. **CHAIRMAN'S DISCRETION**

At the sole discretion of the chairman of the Town Board, a person desiring to be heard who has not complied with Section 5 above, may be either heard or deferred to the next regularly scheduled meeting.

SECTION 6. **EFFECTIVE DATE.**

This ordinance shall take effect upon its passage and publication and according to law.

SECTION 7. **ORDINANCE BOOK**

This ordinance shall be inserted in the Empire Township Ordinance Book, originally codified March 14, 1972, and Empire Ordinance No. 2, dated September 5, 1969, and Empire Ordinance No. 3, dated September 14, 1971, shall be removed from the Empire Ordinance book and shall be retained by the Town Clerk in a file of “repealed ordinances”.

Chairman

Clerk