

Appointed Boards & Commissions Operations Manual

2026

APPOINTED BOARDS & COMMISSIONS

Operations Handbook



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INTRODUCTION

This handbook is intended to provide clear direction, consistent standards, and uniform procedures for the City's Appointed Boards & Commissions. All Members of the City's Appointed Boards & Commissions—and the departments and staff that support them—are expected to comply with these operational policies and procedures.

Every individual who is appointed to a Minneapolis Board, Commission, Work Group, or other appointed body must abide by the following throughout their term:

1. The City Charter and the City's Code of Ordinances.
2. The City's enterprise and operating policies and procedures, as applicable.
3. The terms of the Participant Agreement for Members of the City's Appointed Bodies.
4. The bylaws and rules of the body to which they are appointed.
5. The operational policies and procedures for the City's Boards & Commissions, contained in this manual.

Failure to comply with these governing documents may be cause for dismissal by the Appointing Authority.

Questions or concerns about any of the content in this manual should be referred to the Office of City Clerk.



— DISCLAIMER —

The Office of City Clerk, publisher of this manual, deems the contents presented herein to be correct as of the publication date. However, readers are advised that provisions relating to the City's Appointed Boards & Commissions are subject to change. Readers are advised that the information contained in this handbook is provided for operational matters related to the management of the City's Appointed Boards & Commissions only and does not constitute legal advice nor is it a substitute for professional legal counsel or consultation. Questions about the law or the application of the law to the work of the City's Appointed Boards & Commissions must be addressed to the Office of City Attorney. For general (non-legal) questions about the City's system of Appointed Boards & Commissions, the City's Open Appointments Policy, or the operations of these appointed bodies, please contact the Office of City Clerk during regular operating hours (Mon – Fri, 8:30 a.m. to 4:30 p.m.) at (612) 673-2216, or email ABCAdmin@minneapolismn.gov.

ACKNOWLEDGMENT



By signing below, I acknowledge that I have been provided a copy of the City's Appointed Boards & Commissions Operations Manual. I understand that this manual provides the operational policies and procedures applicable to the City's Appointed Boards & Commissions and sets expectations for the performance of work assigned with those bodies and that it is my responsibility to read and refer to this manual for guidance when and as necessary.

Signature

Printed Name

ABC to which appointed [or ABC to which assigned as staff liaison]

This page, after being reviewed and signed by the appointed ABC Member or assigned ABC staff liaison, is to be filed with the Office of City Clerk.



DATE FILED WITH OFFICE OF CITY CLERK: _____

WELCOME FROM THE MAYOR

Welcome to the City of Minneapolis!

We are fortunate to have so many civic-minded residents who dedicate their time, expertise, and talent to ensure our city remains strong and vibrant. Your service on the City's Appointed Boards & Commissions plays an important role in shaping the future of our community. This new role means you have a proverbial—and literal—seat at the table.

Our Boards & Commissions study and make recommendations on a variety of issues, representing the diverse interests of our Minneapolis communities. Through your service, you help preserve the quality of life for everyone who calls Minneapolis home. Board & Commission members take the time to prepare for, attend, and participate in meetings. They listen to all sides of complex issues and consider the long-term interests of the entire community, both for today and for future generations. This isn't easy work, but it is work that is deeply rewarding and has a lasting impact in building more inclusive communities.

This manual has been created to help Board & Commission members, as well as the departments and staff supporting you. It introduces the City enterprise and summarizes various policies and standards that can help guide and inform your work. Our goal is to equip you with the information, tools, and resources needed to succeed. Your public service as a Board & Commission member carries with it some necessary duties and service expectations, some of which are summarized in this manual. Here are some pointers to keep in mind:

Being an effective Board & Commission member takes time.

Please read and study materials provided to you in advance of meetings. Those materials will prepare you to participate in discussions about issues and contribute to the group's dialogue in a meaningful and informed way. Familiarize yourself with the core documents, including your Board or Commission ordinance or resolution, bylaws and rules, this manual, as well as the City's plans and budget. Set aside time to meet with the leadership staff in the department that supports your board or commission. These are the professionals with expertise in the various subjects that you will address in your role. And, of course, it's important to carve out time to get to know your colleagues on the Board or Commission to get a sense of their goals and expectations and how those align with your own goals and expectations.

Focus on issues not personalities.

Your role is to support the democratic process by considering diverse perspectives on all issues. Public service is about improving the community in a way that enriches the lives of our residents, and that means respecting all viewpoints and opinions and making decisions in an impartial and fair manner. To be effective, you'll need to devote sufficient time to understanding the issues, soliciting all viewpoints, and collaborating with your fellow members to identify workable solutions.

Respect the group decision-making process.

You're now part of a dynamic group with official status that must abide by legal rules and regulations. Some of these—like requirements for open meetings, quorum, and a majority vote for decision-making—are discussed in this manual. Others that are specific to a particular Board or Commission will be covered by department staff. A fundamental component of success is respecting the will of the group. Once the body reaches a decision, respect that decision because respecting the group's decisions demonstrates respect for the entire group.

Uphold ethical standards.

You're now a part of the official City government family. That means your behavior—both in and out of public meetings—will be observed and evaluated. Ethical behavior, good judgment, dignity, and respect aren't just expected, they are the very hallmarks of good and effective public service.

On behalf of the City of Minneapolis and all our residents, thank you for your dedication to public service. Your contributions are vital to our City's future.

Sincerely,

Mayor Jacob Frey

CHAPTER 1: Enterprise Framework

1.1. Government Structure

- (a) **CITY CHARTER: THE MUNICIPAL CONSTITUTION.** The City Charter is the primary governing authority under which the City of Minneapolis is created; it is essentially the constitution of the city government. While it does many things, the primary purposes of the City Charter include—

- (1) Authority. It defines the City's authority and powers.
- (2) Structure. It prescribes the City's core operating structure.
- (3) Processes. It specifies official processes by which the City takes action.

- (b) **FORM OF GOVERNMENT.** The City Charter prescribes an Executive Mayor - Legislative Council form of government. Like federal and state governments, this form separates government powers into co-equal branches.

- (1) Legislative Branch. The City Council is the City's legislative body and leads the City's legislative branch. There are 13 Council Members, one elected from each of the City's wards (Figure 1). The City Council is primarily concerned with three functions:

- (A) *Polymaking*. The Council legitimizes government priorities, policies, and programs through the enactment of local laws and adoption of public policies.
- (B) *Oversight*. The Council monitors and evaluates the performance of the City's Administration.
- (C) *Representation*. The Council provides a visible link to the community, so residents' voices are incorporated in municipal decision-making.

- (2) Executive Branch. The Mayor is the City's Chief Executive Officer. The Mayor is elected from a single district encompassing the entire population and territory of Minneapolis. The Mayor leads the City's executive branch, also referred to as the Administration. The Administration encompasses all operating departments (Figure 2). The Mayor's functions primarily fall into three categories:

- (A) *Political Leader*. The Mayor leads the creation of a shared policy agenda to identify and drive priorities for the City aligned with the needs of the community.
- (B) *Executive Leader*. The Mayor implements and enforces laws, ordinances, and policies applicable to the City and is responsible for the City's performance in delivering municipal services and programs.
- (C) *Ceremonial Leader*. The Mayor is the City's primary representative and official spokesperson.
- (D) *Mayor's Cabinet: Executive Officers*. The Mayor is assisted in the performance of executive and administrative duties by a cabinet of three executive officers appointed by the Mayor with the consent of City Council; these are described below.
 - (i) *City Attorney*. The City Attorney is the City's chief legal officer. They serve the Mayor, City Council, all City boards and commissions, and City departments. The City Attorney is head of the Office of City Attorney which is the City's legal department.
 - (ii) *City Operations Officer*. The City Operations Officer is similar to a city administrator. They are responsible for strategic planning and direction for City services. The City Operations Officer is the head of the Office of Public Service.

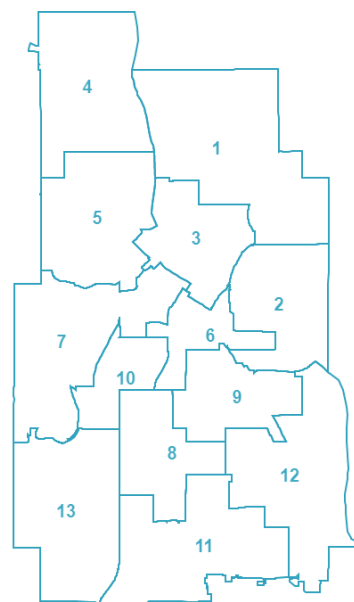


Figure 1. Minneapolis Ward Map - 2024

- (iii) **Community Safety Commissioner.** Under the Mayor’s leadership, the Community Safety Commissioner provides a unified chain of command and coordinated service planning and delivery for departments focused on community safety functions.
- (3) **Judicial Branch.** The City of Minneapolis does not have a separate municipal judicial branch; instead, judicial functions are addressed by the Minnesota judicial branch through its district courts.
- (c) **ORGANIZATIONAL STRUCTURE.** The City’s organizational structure is reflected in the chart below.

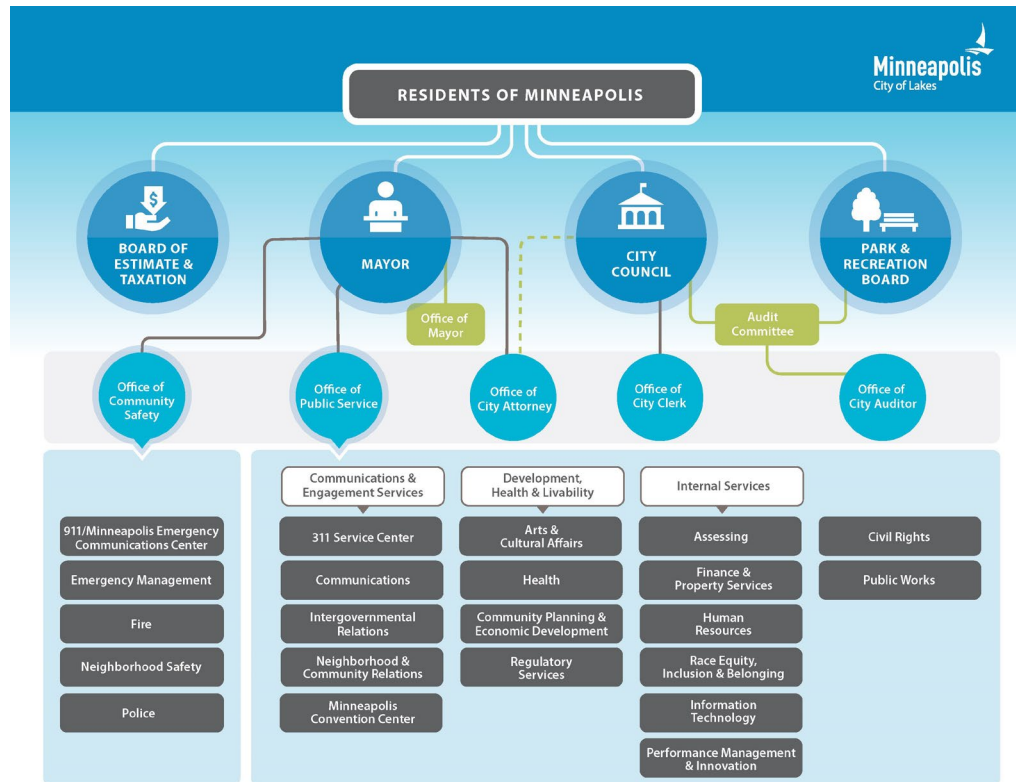


Figure 2. City of Minneapolis Organizational Structure

- (d) **PRIMARY AUTHORITIES.** The primary authorities under which the City’s Appointed Boards & Commissions (ABCs) operate include but are not limited to the following—

TABLE 1. PRIMARY AUTHORITIES

AUTHORITY (HOW TO CITE)	DESCRIPTION OF AUTHORITY
Minnesota State Statutes (Minn. Stat. §)	Statutes are state laws that provide uniform governance throughout the State of Minnesota including local units of government like the City of Minneapolis.
City Charter (City Charter §)	The City Charter is the City’s constitution.
Code of Ordinances (MCO §) (Ordinance No.)	Ordinances are municipal statutes; thus, local laws. The Code of Ordinances is the compilation of all local laws organized by subject that govern the City of Minneapolis. Some ABCs are created by ordinance, depending on classification.
City Enterprise Policies (Resolution No.)	Enterprise Policies establish high level standards for matters that have general, enterprise-wide applicability. Some ABCs are created by resolution, depending on classification.
ABC Bylaws & Rules	Bylaws complement an ABC’s enabling legislation by providing further details about its organization and operations. Rules give structure to how ABC meetings are planned, conducted, and business is transacted.
ABC Operations Manual	This manual provides operating policies for all ABCs and uniform procedures.

- (e) **APPOINTING AUTHORITIES.** The following chart (Figure 3) identifies Appointing Authorities for the City’s ABCs. An appointing authority is responsible for overseeing recruitment and screening processes for applicants, approving appointments, and evaluating and recognizing accomplishments by ABCs and ABC Members. Except where specifically provided in an ABC’s enabling legislation, the City Council and Mayor—acting together—are the appointing authority for most positions (seats) on the City’s ABCs.

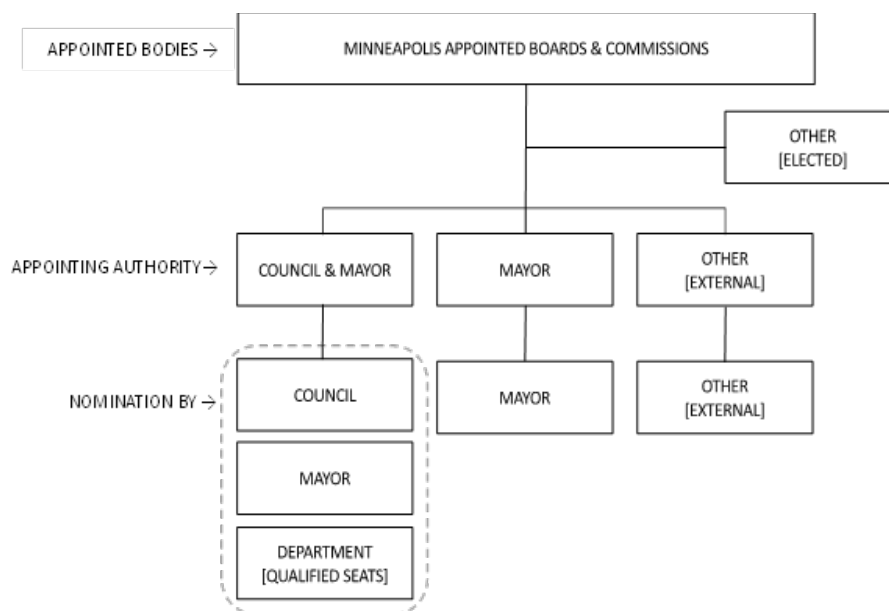


Figure 3. Appointing Authorities

TABLE 2. OPEN APPOINTMENTS: APPOINTING AUTHORITIES, ROLES & RESPONSIBILITIES

APPOINTING AUTHORITY	NOMINATIONS BY	VACANCIES
COUNCIL AND MAYOR **General Seats** <i>See § 3.3(a) of this manual</i>	The body’s enabling legislation describes how the City Council and Mayor will nominate members for general seats. All appointments are subject to confirmation through formal action by the City Council and Mayor.	Vacancies are published in LIMS during the defined recruitment period (Open Appointments Policy).
COUNCIL AND MAYOR **Qualified Seats** <i>See § 3.3(b) of this manual</i>	Departments may be authorized to make nominations to qualified seats (usually less than eight (8)). These are submitted for formal action by City Council and Mayor.	Vacancies are published in LIMS during the defined recruitment period (Open Appointments Policy).
MAYOR	The Mayor makes some appointments that are not subject to confirmation by the City Council.	Mayoral appointments are filed with the Clerk’s Office for tracking purposes and are not subject to the Open Appointments Policy. A separate application link is sent to the appointee identified by the Mayor’s Office.
Other – EXTERNAL <i>See § 3.3(c) of this manual</i>	External agencies or organizations may be authorized to appoint a number of seats on specific ABCs (usually less than four (4)). These appointments by external entities are received and filed by the City Council and included in the record of its proceedings.	External appointments are filed with the Clerk’s Office for tracking. Vacancies are not subject to the City’s Open Appointments Policy. A separate application link is sent to the appointee identified by the external appointing authority.
Other – ELECTED <i>See § 3.3(d) of this manual</i>	The enabling legislation for some bodies provides seats for elected officials. When this is the case, the official serves by virtue of their election.	These seats are filled by election. The City’s Open Appointments Policy does not apply.

1.2. About Appointed Boards & Commissions

- (a) **OVERVIEW.** Municipal advisory boards, commissions, committees, and work groups—however established or designated—have long played, and continue to serve, an integral role in local government in the United States. These bodies provide opportunities for direct community engagement in core democratic processes, especially decision-making related to municipal priorities, policies, and programming.
- (b) **ORIGINS & PURPOSE.** Municipal boards, commissions, and other types of appointed bodies originate from many sources: some are mandated by state law or City Charter, like the Planning Commission and Civil Service Commission; most are established by an act of the City’s governing body (City Council and Mayor); others developed organically over time with little recorded detail about their creation. Regardless, the underlying purpose of these bodies is to incorporate the public perspective into municipal planning, policymaking, and oversight functions. Their advice and recommendations complement the judgment of the City’s governing body and its professional staff. Of course, the various forms such bodies take depends on many factors, including applicable laws, policies, and political preferences, all of which are unique to each jurisdiction. Just as no two cities are exactly the same, no two boards or commissions are exactly the same—even within the same jurisdiction.
- (c) **MINNEAPOLIS APPOINTED BOARDS & COMMISSIONS.** The City of Minneapolis values active public participation in its decision-making processes. Service on the City’s Appointed Boards & Commissions, referred to as “ABCs,” is one of the most visible forums for such public participation. Fundamentally, the ABC system’s strength lies in its ability to bring the expertise and experiences of community into formal governing processes. Title 2, Chapter 10 of the City’s Code of Ordinances (MCO) captures the general framework for the establishment and operation of the City’s ABCs.
 - (1) Each ABC is unique in terms of its purpose, classification or type, membership, and assigned duties and functions. In appointing individuals to ABCs, the City Council and Mayor strive to achieve a balance of various perspectives and qualities or qualifications that reflect the diversity of the multiple communities that constitute the City of Minneapolis. The City’s Open Appointments Policy—described in Chapter 3 of this manual—is designed to help achieve these goals.
 - (2) Each ABC works within the City enterprise. It is critical ABC Members understand the purpose of their particular ABC and how it fits within the larger structure and function of the City government. At their best, ABCs assist elected officials and contribute to effective policymaking by helping to articulate and interpret community needs, opinions, and attitudes and making recommendations about how the City can improve its service and support for the community through municipal priorities, policies, and programs.
 - (3) Each ABC Member must understand the City’s expectations for service and the various requirements and restrictions that are in place which impact their service throughout their appointed term(s). These service expectations, requirements, and restrictions are highlighted in Chapter 4 of this manual.
- (d) **ESSENTIAL PRINCIPLES FOR CITY ABCs.** The following principles apply to all City ABCs, regardless of their classification in the tier system.
 - (1) Jurisdiction must be given; it cannot be assumed. An ABC’s jurisdiction is created through its enabling legislation. The ABC has only that authority delegated to it and no more.
 - (2) An ABC’s authority is vested in the body itself; individual ABC Members have no separate authority to act, speak, or make commitments for the body.
 - (3) An ABC acts or decides only by a majority vote of its members within the framework of a proper meeting.
 - (4) The ABC’s action or decision cannot violate or conflict with any law, policy, rule, or regulation having a higher-ranking legal status.
- (e) **ABC AUTHORITY – GENERALLY.** The majority of ABCs have an advisory role in the City enterprise, primarily for the benefit of the City Council and Mayor. Therefore, the general authority of most ABCs is that expressed below, in addition to any specific authority which may be delegated or assigned.
 - (1) To provide a public forum for community engagement and participation in City decision-making processes related to City priorities, policies, and programs. This is focused within a defined scope that is provided in each ABC’s enabling legislation (its “jurisdiction”).

(2) To review and make recommendations on matters within its defined scope, as established by the ABC's enabling legislation, or as requested or referred by the City Council and Mayor from time to time.

(f) **ABC AUTHORITY – SPECIFICALLY.** In addition to general authority described above, the specific authority delegated to a particular ABC is defined in its enabling legislation.

(g) **FLOWCHART OF ABC AUTHORITY.** Addressing the specific authority of a specific ABC requires an analysis of the facts, and usually there are no clear-cut answers. However, all ABCs can find preliminary direction by consulting their enabling legislation. The following flowchart (Figure 4) provides general guidance about how ABC authority may be determined. After evaluating this flowchart, questions or concerns may be addressed to the Office of City Clerk for help in resolving a specific question.

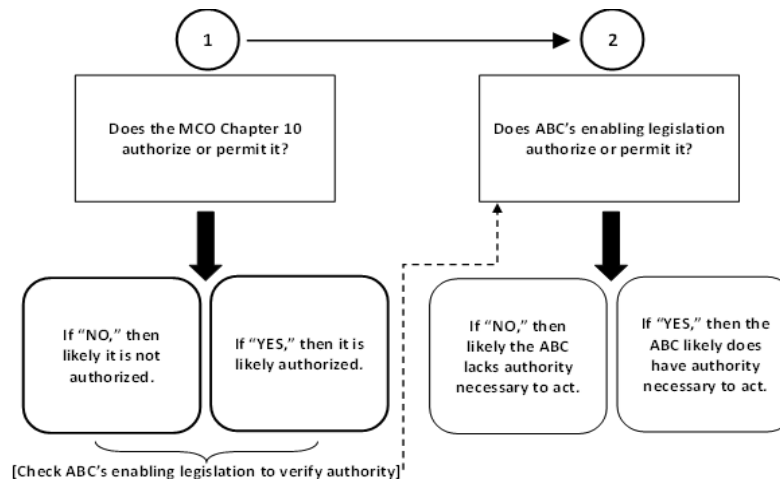


Figure 4. ABC Authority Chart

1.3. ABC Administration

(a) **CLASSIFICATION SYSTEM.** Pursuant to Minneapolis Code of Ordinances (MCO) § 10.20, the City's ABCs are classified into a system of tiers. The City Clerk is responsible for classifying each ABC according to the tier system. Factors used include:

- (1) The legal authority under which an ABC is created.
- (2) The ABC's mandate or primary purpose.
- (3) The degree of autonomy and independent decision-making authority an ABC has been delegated.
- (4) The ABC's general responsibilities and relationship to the enterprise.

(b) **TIERS.** The five tiers of classification are as follows:

- Independent Bodies {
- (1) **Tier 1 Bodies.** Referred to as "Independent Bodies," Tier 1 Bodies are generally established pursuant to provisions of state law or City Charter. They operate with a significant degree of autonomy and independence from the City Council and have broad decision-making authority in a defined area of municipal policy. Reforms enacted pursuant to Ordinance No. 2023-054 are generally not applicable to these Tier 1 Bodies. As a result, some parts of this manual will not apply to Tier 1 bodies.
 - (2) **Tier 2 Bodies.** Tier 2 Bodies are also referred to as "Independent Bodies" or "Policy Bodies," but differ from Tier 1 Bodies in that Tier 2 Bodies are under the general authority and oversight of the City Council and Mayor and do not have the same degree of autonomy and independence in decision-making authority, but have some specific, delegated decision-making authority. Thus, they may be considered "quasi-independent" bodies. Tier 2 Bodies are created by ordinance. Generally, only reforms related to Executive Secretary and Reporting pursuant to Ordinance No. 2023-054 pertain to Tier 2 Bodies until their enabling legislation is amended to incorporate additional reforms as appropriate.

- | | |
|---------------------------|---|
| Advisory Bodies | (3) <u>Tier 3 Bodies.</u> Tier 3 Bodies are referred to as “Advisory Bodies.” They are created by resolution, have a specific and limited jurisdiction defined in their enabling legislation, have no autonomy or independent decision-making authority, and are subject to the complete direction and control of the City Council and Mayor. All the reforms enacted pursuant to Ordinance No. 2023-054 are applicable to Tier 3 Bodies. |
| Working Groups | (4) <u>Tier 4 Bodies.</u> Tier 4 Bodies are referred to as “Working Groups.” They are created by resolution, have a specific and limited jurisdiction defined by their enabling legislation, have a limited duration, have no autonomy or independent decision-making authority, and are subject to the complete direction and control of the City Council and Mayor. Tier 4 Bodies automatically expire upon completing the tasks delegated to them or at the end of the period set by the enabling legislation. All reforms enacted pursuant to Ordinance No. 2023-054 are applicable to Tier 4 Bodies. |
| Special Service Districts | (5) <u>Tier 5 Bodies.</u> Tier 5 includes the City’s special service district boards which are created to perform specific functions relating to the City’s special service districts. No other reforms enacted pursuant to Ordinance No. 2023-054 are applicable to Tier 5 Bodies. |

(c) **ORGANIZATIONAL RELATIONSHIPS.** The following chart (Figure 5) reflects the organizational relationships between the Mayor and City Council and the five tiers of Appointed Boards & Commissions within the City enterprise, described in this Chapter.

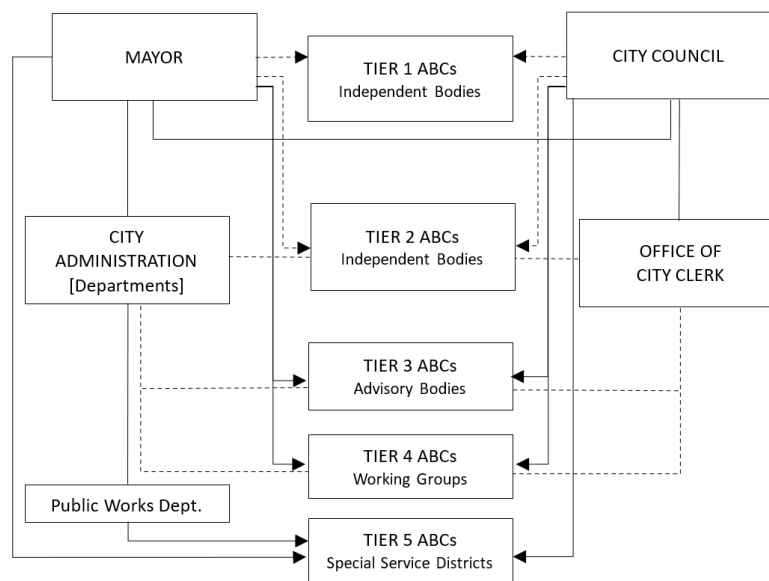


Figure 5. ABC Organizational Relationships

(d) **CREATING A NEW APPOINTED BODY.** As provided in Minneapolis Code of Ordinances (MCO) § 10.40, the City of Minneapolis creates new Tier 2 and Tier 5 bodies by ordinance and new Tier 3 and Tier 4 bodies by resolution.

- (1) Enabling legislation – template. The City Clerk has created a resolution template to create a new ABC classified in Tier 3 or 4 [refer to Exhibit A, Tier 3 or 4 Appointed Body Enabling Resolution Template]. An ordinance to establish a new Tier 2 or Tier 5 body would require at least similar information as that included in the resolution template.
- (2) Minimum required content. The enabling legislation in each case must include at least the following information:
 - (A) The name of the body.
 - (B) The purpose, powers, duties, and responsibilities of the body, which must be stated with reasonable specificity.
 - (C) The classification of the body, pursuant to MCO § 10.20, as previously described above in § 1.3(a).

- (D) The total number of seats on the body.
 - (E) The nominating and appointing authority for each seat on the body.
 - (F) Any special qualifications that may apply to specific seats, such as occupational, professional, or other qualifications that may be required.
 - (G) If a public hearing is required for approval of appointees.
 - (H) The length of each term and whether terms are staggered.
 - (I) Limitations on reappointment, if any, in addition to the applicable limitations in MCO Chapter 10.
 - (J) Any compensation or privileges that Members of the ABC will receive, if allocated.
 - (K) What officers the body has, how they are selected, and their duties.
 - (L) The quorum required for the body to conduct meetings. Unless required by applicable law, the default quorum for City ABCs is a majority of the total number of seats on the ABC.
 - (M) Meeting attendance requirements to retain membership, if any.
 - (N) The City's department that will assist the body in its work.
 - (O) The resource requirements for the body, including budget, if any are to be provided.
 - (P) Reporting requirements, if any, in addition to those under MCO § 10.110.
 - (Q) When the body will cease to exist (or "sunset"), if applicable.
- (3) Preliminary review and report. Pursuant to MCO § 10.40(b), no new City ABC may be created until the City Clerk has issued a report regarding the proposal. The Clerk's report includes the following information:
- (A) *Justification.* An analysis of the need for the creation of the new ABC. The Clerk's report will address:
 - (i) The need for an ABC to operate within the identified sphere of municipal policy (its intended subject-matter jurisdiction) and the value that the proposed ABC will provide to the City in terms of its core purpose, expressed goals, and identified functions.
 - (ii) An analysis of any potential duplication, overlap, or conflict in the purpose, goals, and functions of the proposed ABC with any existing ABCs within the City enterprise. If any duplication, overlap, or conflict is identified, the preference is to assign goals and functions to an existing ABC rather than create a new ABC.
 - (B) *Enterprise impact.* An analysis of the impact the proposed new ABC is anticipated to have on the City enterprise, including its finances, staff, and operations.
 - (C) *Input from the Administration.* Each ABC is supported by a department within the City's Administration that is identified in its enabling legislation. That department should be consulted for its input on the potential impact of the proposed new ABC on the department's operations and resources. If this consultation has not been included in the development of the proposal for a new ABC, the City Clerk will assure it is part of the Clerk's review.
 - (D) *Relevant factors.* The Clerk may consider and include other relevant factors in the mandatory review related to any proposal to create a new City ABC.
- (4) Formal action. The City Council and Mayor may create the new ABC with the necessary vote. The act creating the new ABC becomes effective upon publication in the City's designated official newspaper, or at a later date if provided in the enabling legislation.

➤ *See the "Guide to Creating a New Board or Commission" produced by the Office of City Clerk for more details about the internal processes associated with proposals to create new ABCs.*

(e) **PERIODIC REVIEW OF APPOINTED BODIES.**

- (1) **Purpose.** Pursuant to MCO § 10.40(d), the City Clerk is required to complete a review of ABCs on a rotating, three-year schedule. The purpose of this review is to assess whether ABCs continue to perform a valuable function for the City; whether the enabling legislation in a specific case should be revised; and whether a specific ABC should be dissolved. The policy intent is to verify that permanent ABCs have a mandate that is broad enough to necessitate an ongoing function within the City enterprise. To the extent necessary, the City gives a preference to the formation of Tier 4 bodies (working groups) of a temporary nature to address temporary needs or issues.
- (2) **Schedule.** The City Clerk shall set an initial review schedule that staggers all ABCs into a three (3) year review period and thereafter all ABCs will be evaluated on a recurring schedule.

(f) **DISSOLVING AN APPOINTED BODY.** Dissolution of an ABC, also known as sunseting a body, is the process of terminating the ABC. ABCs which are created solely pursuant to the home-rule authority of the City exist at its pleasure and may be dissolved at any time. The originating (enabling) legislation for each ABC may provide for an expiration date when the body is dissolved; if not, then the body continues to exist until formal action is taken to dissolve it.

- (1) **Automatic dissolution.** An ABC shall be dissolved on the date provided in its enabling legislation. For Tier 4 bodies (working groups), the body terminates either when it has completed and reported back on its work or on the date provided in its enabling legislation, whichever is first.
- (2) **By formal act.** For Tier 2 and Tier 3 bodies, dissolution is accomplished in the same manner in which they were created.
 - (A) Generally, a Tier 2 or Tier 3 body may be dissolved when it has completed or fulfilled its purpose, its delegated mission is no longer relevant or necessary for the City, or its services are no longer required, as determined by the City Council and Mayor.
 - (B) As provided in MCO § 10.40(c), any Tier 2 or Tier 3 body that is not expressly required by law and which has not convened a meeting for at least twenty-four (24) months will automatically be dissolved.

CHAPTER 2: Legal & Ethical Matters

2.1. Introduction to Legal Framework.

The City of Minneapolis operates within a legal framework that defines and delegates government powers and functions, generally discussed in § 1.2 of this manual. This legal framework helps the City to function effectively, efficiently, and equitably. This chapter summarizes major elements of that legal framework. It provides general guidance, but does not substitute for legal advice about specific situations.

2.2. Major Elements of the Legal Framework.

- (a) **FEDERAL AND STATE LAW.** At the highest levels are the constitutions of the United States and State of Minnesota, federal and state laws applicable to local governments, as well as judicial decisions on those constitutions and laws. The City—and all its component parts, including ABCs—must act in accordance with those legal authorities.
- (b) **LOCAL AUTHORITIES.**
- (1) City Charter. The City Charter is the constitution of the City government.
 - (2) Official Acts. As provided in City Charter § 4.4(a)(2)(A), an “act” is any ordinance, resolution, appropriation, or other lawful action as well as any lawful action to amend, repeal, or otherwise affect any such prior act. For convenience, official acts are classified in three categories:
 - (A) *Ordinances.* An ordinance is a legislative act that is general and permanent in nature, which has the binding force of law, which prescribes enforceable rules or regulations, and which may carry penalty provisions for violations. An ordinance is, thus, a local law.
 - (B) *Resolutions.* A resolution is an act that expresses the policy or formal position of the City government. Resolutions are subordinate in rank to ordinances.
 - (C) *Actions.* Actions encompass all other forms of “official act” not made by ordinance or resolution; this category includes but is not limited to the authorization of contracts and agreements, the approval of appointments, and the handling of a wide variety of municipal business matters.
- (c) **LOCAL POLICIES.** The City adopts policies to regulate its internal operations. City policies are largely internally-facing and are classified in three categories, defined below.
- (1) Enterprise Policies. An Enterprise Policy provides consistent standards for high level (not operational level) matters having general applicability across the entire enterprise (thus its name). An Enterprise Policy is the highest level of policy; it derives from the City’s mission, vision, and values; articulates overall strategic goals, priorities, and objectives; and prescribes general ends to be achieved or produced. An Enterprise Policy is adopted in the form of a resolution, is subject to the standard legislative process, and becomes effective upon legal publication.
 - (2) Administration Policies [Executive Orders]. An Administration Policy is a policy or operational statement that is issued by the Mayor to provide direction, clarity, or instruction to the City Administration within the framework of Enterprise Policies. An Administration Policy generally deals with administrative, management, or operational issues. An Administration Policy is made in the form of an Executive Order and becomes effective upon filing with the Office of City Clerk.
 - (3) Department Operating Policies. A department operating policy is adopted by and applicable to the various departments within the City’s enterprise. Department operating policies may be used (1) to amplify, clarify, or provide more specific detail or direction with respect to the implementation, administration, and enforcement of Enterprise or Administration Policies or Executive Orders or (2) to establish departmental work rules and standards that serve as performance expectations.

➤ *See the “Guide to the City’s Enterprise Policy Framework” produced by the Office of City Clerk for more details.*

2.3. Governing in the “Sunshine.”

The state laws described in this section are focused on government accessibility and accountability. Collectively, these laws are sometimes referred to as “sunshine laws” because of the protections they provide to the public. These laws are intended to assure the government works in full view of the public, except in specific and limited circumstances; that the public’s right to know what its government and the representatives or agents of its government are doing is protected; and, where required or allowed, that the public is empowered to participate in that work.

- (a) **MINNESOTA OPEN MEETING LAW.** Codified under Minnesota Statutes, Chapter 13D, the Minnesota Open Meeting Law defines the various types of meetings of public bodies subject to its regulation and the requirements for such meetings. The Open Meeting Law was enacted for the benefit of the public and includes a presumption of openness subject to limited and carefully restrained exceptions.
- (1) **Purpose.** The purpose of the Minnesota Open Meeting Law is to prohibit decisions from being made in secret meetings that make it difficult for the public to be informed. As the Minnesota Supreme Court has noted: “These purposes are deeply rooted in the fundamental proposition that a well-informed populace is essential to the vitality of our democratic form of government.” *Prior Lake American v. Mader*, 642 N.W.2d 729, 735 (Minn. 2002).
 - (2) **Definition of meeting.** The Open Meeting Law does not define what constitutes a meeting. However, the Minnesota Supreme Court has stated that a “meeting” means a gathering of a quorum or more of the members of a public body that is subject to the law’s regulation, or a quorum of a committee, subcommittee, board, department, or commission of a body that is subject to the law, “at which the members discuss, decide, or receive information as a group on issues relating to the official business of that ...body.” *Moberg v. Indep. Sch. Dist. No. 281*, 336 N.W.2d 510, 518 (Minn. 1983).
 - (3) **Requirements.** The law requires that all meetings of bodies subject to its regulation must be open to the public and conducted in a public place within the territorial confines of the jurisdiction. Meeting requirements include:
 - (A) Proper notice of the meeting must be given, as required by applicable law.
 - (B) The public must be able to observe the proceedings.
 - (C) Materials distributed to the members (excluding not public information) must be available for public inspection during the meeting.
 - (4) **Minneapolis requirements for public meetings and ensuring public access.** ABCs subject to regulation by the Minnesota Open Meeting Law shall comply with all of its requirements. Many ABCs are not strictly subject to the Open Meeting Law; nevertheless, because of the overriding public interest in accessibility and accountability, the City has adopted alternative requirements which apply to all other ABCs as provided in MCO § 10.100. These alternative requirements provide for similar levels of public access, transparency, and accountability. Specifically, any ABC not subject to the Open Meeting Law is required to:
 - (A) Adopt an annual schedule of the body’s regular meetings and file that adopted schedule with the Office of City Clerk. That annual schedule must provide the dates, times, and locations of all regular meetings for the defined year. If special meetings are held, the time and place of such meetings shall be made available to the public in the manner directed by the Office of City Clerk at least 3 days before the meeting. The Office of City Clerk designates its Legislative Information Management System (LIMS) as the public calendar of record for purposes of providing notice of public meetings. That calendar is accessible at lims.minneapolismn.gov.
 - (B) Assure all meetings of the body are open to observation by members of the public unless either of the following circumstances exists:
 - (i) “The subject of the meeting would permit or require closure of the meeting if it were governed by the Minnesota Open Meeting Law”; or
 - (ii) “The meeting requires discussion of data that is not classified as public data under the [Minnesota Government Data Practices Act].”

Additionally, “If either of those circumstances exist, the meeting shall be closed to the public only for the portion of the meeting to which the circumstance applies, and the remainder of the meeting shall be open to the public.” See MCO 10.100(e).

- (C) All ABC meetings must be conducted in facilities owned or leased by a government entity and in locations that are accessible to the public pursuant to the Americans with Disabilities Act. This requirement is intended to assure compliance with accessibility requirements and to address potential risk and liability. Questions about allowable facilities that may be used for ABC meetings should be addressed to the Office of City Clerk.
- (5) Violations and penalties. There are significant potential penalties for violations of the Open Meeting Law. Persons who intentionally violate the law can be subject to personal liability and a civil penalty of up to \$300 for a single violation, which may not be paid by the public body. In certain circumstances, the Court can require a public body or its members to pay the legal fees of a plaintiff who prevails in a lawsuit establishing a violation. Repeated violations may also result in forfeiture of a member’s seat on the body. See Minn. Stat. § 13D.06 for more information.
- (b) **MINNESOTA OFFICIAL RECORDS ACT.** Codified in Minnesota Statutes § 15.17, the Minnesota Official Records Act requires all government entities to “make and preserve all records necessary to a full and accurate knowledge of their official activities.” Generally, the City Clerk is the designated custodian of the City’s official records (regardless of form or medium) and is responsible for ensuring compliance with the law.
- (c) **MINNESOTA RECORDS MANAGEMENT ACT.** Codified in Minnesota Statutes § 138.17, the Minnesota Records Management Statute requires that all government entities maintain their information assets (records and data) according to retention schedules approved by the State’s records disposition panel. Records and data may only be disposed of in accordance with those approved retention schedules. The Office of City Clerk manages retention scheduling for the City of Minneapolis and verifies compliance with the law.
- (d) **MINNESOTA GOVERNMENT DATA PRACTICES ACT.** Codified under Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act creates a classification system for government information (records and data) to define what information is public and what information is not public (private) as well as who may access data and under what criteria or circumstances. The act requires all government agencies subject to its regulation to designate a “responsible authority” who is accountable for ensuring compliance with the law. The City Clerk is the designated responsible authority for the City of Minneapolis. Any ABC Member who receives a request for data must promptly notify the Clerk’s Office and comply with directions from the Clerk’s Office regarding the response.

Questions about these laws should be directed to the Office of City Clerk. As necessary, the Clerk’s Office will engage the Office of City Attorney to ensure a full understanding of and compliance with the laws.

2.4. ABC Bylaws.

- (a) **PURPOSE.** Bylaws are a set of formal rules and regulations adopted to govern the internal management of an organization, such as an ABC. Bylaws provide structure and guidance for the ABC’s operation. Bylaws, and any amendments to the bylaws, for each City ABC must be approved by the ABC and by the City Council and Mayor before becoming effective.
- (b) **STANDARD BYLAWS.** The City Council and Mayor have adopted a standard set of ABC bylaws applicable to all Tier 3 and Tier 4 ABCs. The intent is to provide a consistent, uniform set of governing regulations applied equally to all ABCs in these tiers. The standard bylaws may also be applied to any new bodies classified in Tier 2 created after July 31, 2024, and to other Tier 2 bodies as determined by City Council through amendment to their enabling legislation. The standard bylaws may be modified or amended at the request of an ABC, with approval from City Council and Mayor.
- (c) **FILING WITH CITY CLERK.** The adopted bylaws, and all amendments thereto, must be filed with the Office of City Clerk, and the copy filed with the Clerk’s Office shall be deemed the official copy of the bylaws for all purposes.

Refer to § 5.2. of this manual for more details about ABC bylaws.

2.5. Code of Ethics.

- (a) **PURPOSE.** The City's Code of Ethics, codified under Chapter 15 of the Minneapolis Code of Ordinances, serves as an ethical guide with certain aspirations reflecting the City's values as well as specific rules that regulate the conduct of the City's operations. In this latter context, the Code of Ethics defines a threshold of conduct or behavior below which no local official or employee may fall without being subject to disciplinary action for violations of its regulatory provisions. The intent of the Code of Ethics is eliminating abuse of power and fostering the public's trust in its local government.

- (b) **MANDATED TRAINING.** Minneapolis Code of Ordinances § 15.260 (the Ethics Code) requires appointed members of boards and commissions to attend ethics education upon beginning their service. Additionally, completing ethics education is a required piece of the orientation process and must be completed before newly-appointed ABC Members may take their seat along with their oath and participation agreement. The training currently consists of a general overview of the City's Ethics in Government Ordinance, followed by three discussion topics relating to conflict of interest, disclosure of information, and gifts; an overview of the Ethics Report Line; and a summary. Upon completion, the appointed member will have finished their required ethics education for their term (assuming a term of four years or less) and will be more comfortable with some of the measures taken to ensure integrity in Minneapolis City government.

- (c) **ETHICS OFFICER.** Questions or issues about the City's Code of Ethics or specific concerns or issues about its applicability to specific cases should be referred to the City's Ethics Officer in the City Attorney's Office.

Ethics Officer
Office of City Attorney
Phone: (612) 673-3230
Email: EthicsOfficer@minneapolismn.gov

ETHICAL CONSIDERATIONS FOR ABC MEMBERS

YOU MUST...

- ☐ Conduct your duties in accordance with all applicable laws, policies, rules, regulations, and standards.
- ☐ Keep any confidential or private information that you receive confidential and use it only for the purpose intended.
- ☐ Disclose any matters which could be a financial conflict and take timely, appropriate action if a conflict arises.
- ☐ Act in an impartial and respectful manner.
- ☐ Consider the best, long-term interests of the entire community, even if you were appointed to represent a particular constituency.

YOU MUST NOT...

- ☐ Ask for or accept gifts, favors, or anything of value from any person who has a direct interest in the work of the ABC.
- ☐ Engage in discrimination or harassment against anyone on the basis of their national origin, race or ethnicity, color, religion or creed, ancestry, familial or marital status, disability, sex, sexual orientation, or gender identity. Such actions, behaviors, or statements are not tolerated by the City of Minneapolis.



This is merely a synopsis of ethical aspects of the service expectations applicable to all ABC Members. ABC Members are expected to review and to abide by all requirements of laws, policies, rules, regulations, and standards that apply to the City and its ABCs. Any questions, issues, or concerns should be referred to the Office of City Attorney.

2.6. Conflict of Interest.

- (a) **PURPOSE.** The term “*conflict of interest*” is used broadly to identify those occasions in which personal interests may compromise or adversely influence the exercise of official duties or discretion when conducting City business. The Ethics Code provides guidance to local officials and employees on making disclosures for both actual conflicts and potential conflicts. This applies to elected and appointed local officials, including ABC Members, as well as to City employees. Where there is an actual or potential financial conflict of interest, Local officials or employees must file a written statement about that actual or potential conflicts within one week after they become aware of the situation.

(b) **GUIDANCE.** Conflicts of interest are addressed under the Code of Ethics [MCO § 15.40]. Guidance is provided in terms of how to handle disclosures related to both actual conflicts and potential conflicts.

- (1) Elected and appointed officials, officers, and employees may not participate in making or attempting to influence the making of any City decisions, actions, or transactions in which they have a financial interest. Filings related to conflicts of interest are made with the Office of City Clerk. The form for disclosing an actual or potential conflict of interest is available via City Talk (City's intranet site). For more information, contact the City's Ethics Officer in the City Attorney's Office.
- (2) **Other potential conflicts.** Conflicts of interest questions may also arise even if a local official does not have a financial interest in a decision. The City's elected and appointed officials and its employees should always strive to "avoid actions that might impair independence of judgment or give the appearance of impropriety or a conflict of interest." [Code of Ethics § 15.20.] In analyzing potential conflict of interest issues, every elected and appointed official and employee should consider if an appearance of a conflict is present. Additionally, even in the absence of a financial interest, the City's Code of Ethics requires public disclosure of an affiliation with an organization or entity when any business or activity involving that affiliation, organization, or entity is pending. Similarly, public disclosure is required, even in the absence of a financial interest, when a decision or action by the City government involves a person related to the individual elected or appointed local official or employee.

2.7. Statements of Economic Interest.

(a) **OVERVIEW.** As set forth in MCO § 15.80, "Minnesota Statutes § 10A.09 requires a local official ... who is appointed to or employed in a public position in the City in which the person has authority to make, to recommend, or to vote on as a member of a decision-making body, major decisions regarding the expenditure or investment of public money to file a statement of economic interest. All statements filed with the City Clerk shall be public data." MCO § 15.80(b) sets forth the roles and responsibilities relating to statements of economic interest.

(b) **RESPONSIBILITIES.**

- (1) The City's Ethics Officer is responsible for:
 - (A) Determining, in collaboration with other relevant departments, which members of ABC's are required to file statements of economic interest.
 - (B) Developing, reviewing, and revising City procedures.
 - (C) Creating training to implement these requirements.
- (2) The Office of City Clerk is responsible for annually providing to the Minnesota Campaign Finance Board the list of persons required to file statements of economic interest, as well as accepting and maintaining the filed statements of economic interest.

(c) **REQUIREMENTS FOR CERTAIN BOARDS.** At this time, the City Ethics Officer has determined that statements of economic interest must be filed by individuals serving on the following ABCs. Members must file statements with the Office of City Clerk by the last Monday in January for each year they serve on the board and must file a termination statement once their term has ended.

- (1) Board of Estimate & Taxation.
- (2) Planning Commission.
- (3) Public Housing Authority.

2.8. Political activity.

Under the Code of Ethics § 15.110, no elected or appointed official or employee may use their authority or influence to "compel any person to apply for membership in or become a member of any political organization, to pay or promise to pay a political contribution, or to take part in political activity." Additionally, no local official or employee of the City may use or allow the use of the City's facilities, property, funds, personnel, the City seal or logo, or other City resources to engage in political

activity. In short, public monies, assets, property, and resources must only be used for public purposes and not political purposes.

2.9. Gifts or favors.

The City's Ethics Code [§ 15.50] contains prohibitions relating to the solicitation and receipt of gifts by local officials, which includes ABCs and ABC Members. This prohibition applies to receipt of gifts from lobbyists as well as from any "interested person" who has a direct financial interest in a decision that the ABC or ABC Member is authorized to make. An "interested person" is defined as "a person or a representative of a person or association that has a direct financial interest in a decision that a local official or employee is authorized to make." MCO § 15.280. Please consult the Ethics Officer with any question about whether a gift is permissible.

2.10. Use or Disclosure of City Data and Information.

Under the City's Ethics Code [§ 15.170], no local official or employee may use, disclose, or allow others to use or disclose City data or information that is gained as a result of their official position in a way which violates their fiduciary duty to the City of Minneapolis or which is in violation of the prohibitions or restrictions provided under the Minnesota Government Data Practices Act [Minn. Stat., Ch. 13]. This means that ABC Members may not use or allow others to use any City data or information that is classified as not public in any way or for any purpose other than ABC service. ABC members may not disclose any not public data outside of the City at any time or for any purpose (even if related to ABC service). This includes, but is not limited to, a prohibition against use of not public data for financial gain by the ABC Member or their family members or their businesses.

2.11. Applicable City Policies.

Some of the more significant City Policies applicable to ABCs include the following—

- (a) **ELECTRONIC COMMUNICATIONS POLICY.** The Electronic Communications Policy and accompanying procedures are adopted to increase awareness of the risks associated with using electronic communications and to communicate the City's requirements regarding the use of electronic communications, systems, and technologies.
- (b) **FINANCIAL MANAGEMENT POLICIES.** The Financial Management Policies outline the direct lines of accountability for the management of City funds including specific delegations and levels of authority, controls, and limitations on that authority, supported business practices, and related operational matters tied to the City's operating and capital budgets, the appropriation of funds to operating departments, expenditures and reimbursements generally, use of contingency funds, etc. The Financial Management Policies are always published with and included as part of the City's adopted budget; see the current adopted budget to access current Financial Management Policies.
- (c) **FOOD AND BEVERAGE PROCEDURE.** The Food and Beverage Procedure provides guidance on allowable expenditures of public funds, including grant funding, for food and beverage purchases. Generally, food and beverage purchases are not allowed except when supported by a public purpose that meets the guidelines set forth in the procedure.
- (d) **GIFTS POLICIES.** There are a number of City policies related to "gifts," including:
 - (1) Gifts of art.
 - (2) Gifts to individuals [tied to state statute and Code of Ethics § 15.50].
 - (3) Gifts to the City.
 - (4) Gifts between employees.
- (e) **SOCIAL MEDIA POLICY.** The Social Media Policy and associated procedures provide guidance so the City represents itself, including its elected and appointed officials, ABCs, and departments appropriately and consistently through various online platforms and applications. Individuals subject to the policy must not use personal platforms, applications, or sites to originate content as an official form of communication or to speak on behalf of the City, to indicate they represent the interests of the City, or in any way that could be perceived as a form of official communication by the City of Minneapolis.

- (f) **RECORDS MANAGEMENT POLICY.** The Records Management Policy and associated procedures provide appropriate controls over the creation, maintenance, distribution, use, and disposition of the City's information assets regardless of form or content. The procedures tie to approved data retention schedules and accepted best practices and also assign certain responsibilities and delegations of authority for compliance with relevant federal, state, and local laws.

CHAPTER 3: Open Appointments Policy & Procedures

3.1. Enhancing Community Engagement.

The City's Open Appointments Policy is primarily codified in Minneapolis Code of Ordinances § 10.50. This Chapter details some of the key elements of that policy and how they impact the City's ABCs. The policy and associated procedures are intended to be clear, easily accessible, and available to all interested parties. The recruitment process is designed to achieve diversity of representation and ideas and take into consideration the City's commitment to civil rights, affirmative action, and geographic distribution wherever possible.

- (a) **PURPOSE.** The City's Open Appointments Policy was first adopted in 1976, reflecting a commitment among elected officials to select ABC Members through an open, competitive, and fair process. Since its inception, the Open Appointments Policy has been closely tied to the City's formal community engagement and public participation initiatives and programming. As stated in the original ordinance, the Open Appointments Policy is intended to "create and support organizations that enhance community engagement in the City's decision-making processes." The policy generally provides:
- (1) A framework aimed at identifying the most suitable candidates for appointment.
 - (2) A guide for elected officials and staff to follow a principle-based process that is consistently implemented and administered with integrity.
 - (3) Information about how the City's process works for those individuals interested in applying.
- (b) **APPOINTMENT PRINCIPLES.** The City is committed to providing meaningful opportunities for the public to engage in municipal decision-making processes through service on its ABCs. The City's Open Appointments Policy provides the process through which individuals are appointed to City ABCs. The Open Appointments Policy is to be guided by the following principles as articulated in MCO § 10.10(b).
- (1) *Openness* means the City will set clear expectations regarding the functions of each ABC and the roles of each ABC Member and will clearly and openly communicate them.
 - (2) *Impartiality* means the process of creating ABCs and appointing ABC Members shall be conducted in an objective manner with an emphasis on addressing the needs and priorities of the City.
 - (3) *Competitive* recruitment means the City will conduct public and widespread recruitment for applicants and evaluate all candidates based upon merit and qualifications.
 - (4) *Equity* means the creation of ABCs and appointment of ABC Members shall be conducted with the goal of achieving participation that affirms the greatest diversity of the community by removing barriers to recruitment and selection of candidates and seeking to retain quality ABC Members.
- (c) **APPLICABILITY.** Except as provided in this section, below, the City's Open Appointments Policy applies to all ABCs created under the authority of the City Council and Mayor and operating within the City enterprise unless specifically exempted by other lawful action.
- (1) **Tier 1 Bodies.** The Open Appointments Policy does not apply to Tier 1 Bodies. However, the Appointing Authorities may choose to utilize the City's Open Appointments process to solicit applications from interested individuals to be considered for appointment even where the Open Appointments Policy may not specifically apply.
 - (2) **Tier 2 Bodies.** The Open Appointments Policy does not apply to Tier 2 Bodies except when specifically provided for in the enabling legislation for a particular ABC classified as a Tier 2 Body. In addition, the Appointing Authorities may choose to utilize the City's Open Appointments process to solicit applications from interested individuals to be considered for appointment even where the Open Appointments Policy may not specifically apply.

- (3) Tier 3 and Tier 4 Bodies. The City's Open Appointments Policy applies to all ABCs classified in Tiers 3 and 4.
- (4) Tier 5 Bodies. The City's Open Appointments Policy does not apply to Tier 5 Bodies, unless specifically provided by their enabling legislation. However, the Appointing Authorities may choose to utilize the City's Open Appointments process to solicit applications from interested individuals to be considered for appointment even where the Open Appointments Policy may not specifically apply.
- (5) External Appointments. Some ABCs include seats that are appointed by agencies, organizations, or entities that are outside of the City. The City Clerk shall clearly identify each seat on any ABC where the appointing authority is other than the City Council or Mayor.

3.2. Roles and Responsibilities.

- (a) **CITY CLERK**. The City Clerk is the City official assigned primary responsibility for administering the Open Appointments Policy and its procedures. This responsibility includes the following duties:
 - (1) Establishing, implementing, and enforcing enterprise-wide standards for the Open Appointments Policy.
 - (2) Managing appointment cycles by planning and conducting recruitment campaigns for known and anticipated vacancies on City ABCs, communicating with applicants, facilitating internal screening and vetting processes, and supporting the creation and submittal of nominations for consideration and formal action by designated Appointing Authorities.
 - (3) Collaborating with Appointing Authorities, departments, and partners on promotional campaigns that publicize opportunities to apply for appointments to seats on ABCs.
 - (4) Processing appointments, coordinating appointment-related communications both internal and external to the City enterprise, and notifying selected individuals of their appointment to City ABCs.
 - (5) Maintaining the official membership roster for each of the City's ABCs.
- (b) **CITY COUNCIL & MAYOR**. With the exception of Tier 1 ABCs, all ABCs operate in coordination with and subject to the general oversight of the City Council and Mayor [*for details, refer to § 1.3(b) of this manual, including Figure 5 for reference of organizational relationships*]. The City Council generally exercises its oversight of ABCs through its standing committee system, which is determined at its organizational meeting at the commencement of each new elective term. The City Council and Mayor, as Appointing Authorities, make final decisions about the creation and dissolution of ABCs not otherwise required by law, the appointment and removal of most ABC Members, and other matters. Without limiting that broad policy-level authority over ABCs, some specific duties of the City Council and Mayor include the following:
 - (1) Recruiting individuals to be considered as applicants for nomination to City ABCs, and actively participating in City recruitment efforts and promotional initiatives and campaigns to increase awareness about opportunities to serve on ABCs.
 - (2) Participating in internal reviews of qualified applicants and the development of nominations to be considered for formal appointment.
 - (3) All duties and responsibilities as Appointing Authorities for the City of Minneapolis.
 - (4) All responsibilities for creating, reviewing, evaluating, and dissolving ABCs, as appropriate.
- (c) **DEPARTMENTS**. ABCs are supported in their work by a department within the City Administration, as directed by the Mayor. The department assigned to support an ABC is responsible for the following functions:
 - (1) Recruitment and screening. Assisting the Appointing Authorities and City Clerk in recruiting, screening, and selecting individuals for consideration according to standards and procedures established by the City Clerk.
 - (2) Qualified seats. Leading efforts to recruit, review and screen, and develop a slate of nominees of individuals who meet the requirements for qualified seats to be considered for appointment by the City Council and Mayor, if provided in the enabling legislation.

- (3) Onboarding and transitional assistance. Supporting onboarding and orientation processes and the transition of new ABC Members and departing Members according to standards and procedures established by the City Clerk.
- (4) Operational support. Providing professional, technical, and logistical support for the work of assigned ABCs within applicable laws, policies, rules, and regulations.

Refer to Chapter 8 of this manual for details about departmental support and responsibilities for ABCs.

3.3. Types of Seats

Each ABC is composed of a specific number of seats as determined by its enabling legislation. There are different types of seats that an ABC may have, described below.

(a) GENERAL SEATS.

- (1) Definition. A *general seat* is a position on a City ABC that has no specific qualifications, restrictions, or other requirements beyond those which apply uniformly to all seats (*refer to § 4.2 of this manual*).
- (2) Policy priority. Since the primary function of ABCs is to provide meaningful opportunities for participation in municipal decision-making processes, the default policy priority is for each City ABC to have a majority of general seats. This approach assures opportunities are open to the broadest cross-section of the community and that representation and engagement is better able to reflect the diversity of the City's residents.
- (3) Process. Appointments to general seats on City ABCs are made by joint action of the City Council and Mayor following the City's Open Appointments Policy.

(b) QUALIFIED SEATS.

- (1) Definition. A *qualified seat* is a position on a City ABC that has specific qualifications, restrictions, or other requirements that are in addition to those which generally apply uniformly to all seats (*refer to § 4.2 of this manual*). These additional qualifications must be met in order to be considered for appointment.
- (2) Policy intent. The policy intent for creating qualified seats is to assure certain perspectives are incorporated into the composition and work of an ABC, generally associated with specific subject-matter expertise, such as specialized industry knowledge, professional credentials, experience in a directly related field, etc.
- (3) Process. Typically, the responsibility for nominating individuals for qualified seats on ABCs is delegated to the department within the Administration assigned to support the work of the specific ABC. This reflects the understanding that, because of its direct connections in relevant industries and fields, the department likely has established networks with individuals who would satisfy the seat qualifications and who can add value to the work of the ABC.
- (4) Appointments made to qualified seats on City ABCs are subject to the City's Open Appointments Policy. Nominations delegated to departments for qualified seats are still subject to appointment by formal action of the City Council and Mayor (as the Appointing Authorities).
- (5) The specific requirements that create a qualified seat must be clearly identified in the ABC's enabling legislation.
- (6) Guidelines for establishing qualified seats. The following guidelines should be considered in creating qualified seats on City ABCs:
 - (A) Qualifications should relate directly to the core mission or purpose of the ABC.
 - (B) Qualifications should be clearly defined yet flexible enough to incentivize a sufficient pool of qualified applicants.
 - (C) Qualifications should not be more specialized than necessary, recognizing that ABC Members—even in qualified seats—do not need to have an equal or higher degree of subject-matter expertise, knowledge, or experience than the department staff supporting the ABC.

- (7) The use of qualified seats on any City ABC should not—
 - (A) Be so broad or so restrictive that they become a barrier or burden to identifying and recruiting applicants who otherwise could add value to the work of an ABC; or
 - (B) Constitute a majority of all of the seats, since the preference is to have a majority of seats be reserved for general seats in order to increase the opportunities for community participation.
- (c) **EXTERNAL APPOINTMENTS.** Some ABCs have seats appointed by entities, agencies, and organizations external to the City of Minneapolis. These seats are intended to provide these external partners the opportunity to be represented in the work of specific City ABCs. For these seats, the external entity, agency, or organization is the Appointing Authority. Such appointments are not made or ratified by formal action of the City Council and Mayor.
- (d) **ELECTED SEATS.** A very few ABCs specifically provide in their enabling legislation for a number of seats to be filled by elected officials. In these instances, the City’s Open Appointments Policy and related procedures do not apply. The individuals who are elected to the designated public office then hold a seat on the ABC, serving ex officio, during their elected term.

3.4. Appointment Cycle(s); Review and Selection Processes.

- ~~(a)~~ **APPOINTMENT (RECRUITMENT) CYCLE.** The Office of City Clerk is responsible for planning, organizing, and managing the appointment cycle(s) when recruitment is opened for known and anticipated vacancies on City ABCs. Without limiting the generality of the foregoing, the Clerk’s Office will publish an annual calendar for the anticipated recruitment cycles for ABCs, according to type and tier (*Refer to Exhibit B, Sample Annual Recruitment & Vacancy Report*). If and as necessary, the Clerk’s Office may adjust the appointment process and recruitment cycles to address urgent or time-sensitive needs.
- (b) **APPLICATION FORM & DEMOGRAPHIC QUESTIONNAIRE.**
 - (1) Application form.
 - (A) The Office of City Clerk shall develop and use a standard application form to be completed by individuals interested in being considered for appointment to a City ABC. The form shall be available in electronic format via the City’s Legislative Information Management System. The form shall clearly segregate and identify public and not-public data elements consistent with the Minnesota Government Data Practices Act [Minn. Stat., Chapter 13] and other applicable policies and rules.
 - (B) Individuals interested in being considered for appointment (or reappointment) to a City ABC are required to create a Member Profile account and then complete and submit an application form to the Office of City Clerk. No individual shall be appointed to any City ABC who has not completed and submitted an application form. A new application form is required for each appointment term. The Member Profile is created once and will track public data related to their tenure on any given ABC.
 - ~~(C)~~ The Clerk’s Office shall provide alternative formats of the standard application form upon request to meet requirements for accessibility, including but not limited to presentation in languages other than English and in alternative formats.
 - (D) Applicants wishing to withdraw from consideration during the selection process must notify the Office of City Clerk in writing. Upon notification, the Clerk’s Office will withdraw the applicant from the pool of applications available for appointment.
 - (2) Demographic questionnaire. The City Council and Mayor recognize that the City is best served by ABCs that reflect the diversity of the City of Minneapolis. To that end, a voluntary and confidential demographic questionnaire is included as part of the application form. The City does not use this data to determine appointments but does use the data gathered through this questionnaire to track its success in meeting objectives for racial equity, access, inclusion, and diversity. All applicants are encouraged to self-identify using the confidential voluntary demographic questionnaire.

- (3) Public and not-public data. The Minnesota Government Data Practices Act [Minn. Stat., Chapter 13] defines what data is public and what data is not-public with respect to ABC applications. Data collected during the application process is used by the City's Appointing Authorities in considering nominations and appointments; thus, the Appointing Authorities and those staff involved in the internal review processes have a "need to know" basis for accessing data submitted as part of an individual's application. Other than those having a "need to know" because of their participation in the internal review process, the not-public data that is included in the application process is kept private by the Clerk's Office. Public data that is included in the application process—which is clearly identified on the application form—must be released upon request, as provided in the Minnesota Government Data Practices Act. The public data included in the application form is incorporated into the nomination materials that are submitted as part of an agenda item for formal consideration and action by the City Council and Mayor.
 - (4) Applications on file. Applications shall remain active on file in the Office of City Clerk for one (1) year. If any vacancies to a specific ABC occur within that period after the original appointment cycle closes, the Appointing Authority may select from the original pool of applicants on file with the Clerk's Office to fill the unexpired term(s) without opening or reopening an appointment cycle.
- (c) **REVIEW PROCESS.** After the recruitment period closes, a series of internal review processes occur to screen the pool of applications.
- (1) Initial review. The Office of City Clerk conducts an initial review of applications after the recruitment period has closed to verify all applicants in the eligible pool meet minimum requirements. This includes:
 - (A) Residency in the City of Minneapolis.
 - (B) Any requirements established in the ABC's enabling legislation, whether generally applicable to all seats or to specific, qualified seats.
 - (C) The applicability of any service restrictions, such as limits on concurrent and consecutive terms.

Applicants who do not meet minimum requirements are either (i) removed from the pool of eligible applications at this initial review stage or (ii) forwarded for consideration with an annotation that waivers may be required if nominated. The decision about whether to forward an individual applicant who does not meet the minimum requirements is, in part, based on whether a sufficient applicant pool is available without including an individual who does not meet minimum requirements.
 - (2) Review panel. Unless provided otherwise, a review panel is convened to assess, short-list, interview, and recommend individuals as nominees to be submitted for consideration as appointments to City ABCs by the City's Appointing Authorities (City Council and Mayor).
 - (A) Each review panel should consist of:
 - (i) The Mayor or a representative designated by the Mayor.
 - (ii) A Council Member, typically the Council Member who is chair or vice-chair of the Council's standing committee that has been delegated subject-matter jurisdiction over the specific ABC (or policy sphere).
 - (iii) A representative of the department within the Administration assigned to support a specific ABC in its enabling legislation.
 - (iv) Anyone else within the Mayor's Office, Legislative Department, or City Administration chosen by the Mayor and/or City Council to contribute to the review panel process.
 - (B) The Office of City Clerk shall be responsible for staffing the review panel. Prior to the review panel convening, the Clerk's Office shall provide each panelist with an applicant packet that includes relevant information on the applicants and the ABC.
 - (C) Based on its evaluation, the review panel will decide which applicants to invite for an interview based on qualifications, experience, interest, and other details available from the applicant packet. Current ABC Members seeking reappointment are evaluated in the same manner and according to the same selection objectives as new applicants; however, the review panel may also take into consideration that individual's performance as an ABC Member as part of its evaluation.

The review panel should consider all applications before choosing a final group for interviews. Once the review panel reaches consensus on a short-list of applicants to interview, the Clerk's Office will contact those individuals to arrange for interviews.

- (D) The review panel's evaluation results in a list of applicants recommended as nominations for consideration by the Appointing Authorities.
- (3) Interview process. The review panel should follow a standard interview process. The panel should utilize a series of standardized questions that are asked of every applicant selected for an interview. However, the panel may allow for follow-up questions to address any unique aspects of an individual applicant. The Clerk's Office will maintain a set of standardized interview questions to be considered by the review panel. The review panel may call upon the City Attorney's Office or the Human Resources Department for assistance with interview preparations or the conduct of the interviews, as deemed necessary and appropriate.
- (4) Selection objectives. As part of its evaluation process, the review panel will try to achieve a balance of qualifications and experiences that balance and add to an ABC's existing membership, and the ability of each applicant to bring differing viewpoints, opinions, and perspectives to that mix; broad geographic representation from throughout the community; and representation of the community's diversity and demographics. The review panel's recommendation(s) for nomination(s) are provided to the Appointing Authorities for their consideration and formal action.
 - (A) For Council Member nominations, additional steps may be taken to finalize a nomination prior to any submittal in the formal legislative process. These additional steps are determined on a case-by-case basis by the individual nominating Council Member.
 - (B) For Mayoral nominations, additional steps may be taken to finalize a nomination prior to any submittal in the formal legislative process. These additional steps are determined on a case-by-case basis by the Mayor.
- (d) **NOMINATIONS.** At the conclusion of the review process, a nominee or a slate of nominees shall be identified to be submitted for formal consideration by the full City Council and Mayor.
 - (1) Notification to nominees. The Clerk's Office shall notify all nominees of their selection to be submitted for formal consideration as appointees to the City ABC and next steps in that process.
 - (2) Submission to City Council. The Clerk's Office shall prepare and submit the required documentation to present the review panel's nomination slate (or nominee) for formal consideration. The required documentation includes (at minimum):
 - (A) The name of the nominee(s) as provided from their application form(s).
 - (B) The ABC to which appointment is proposed as well as the specific seat, term dates (including the starting date if different from the standard full-term date), and a current membership roster.
 - (C) Any additional information or details directed by the review panel or nominating official that would be classified as public data under the Minnesota Government Data Practices Act and not create conflicts with personal privacy concerns of the nominee(s).
- (e) **CONFIRMATION HEARING.** Some appointments are subject to a public hearing; most are not. If an appointment does require a public hearing, it is usually conducted by the City Council's standing committee having subject-matter jurisdiction. Public hearings allow interested individuals to comment on the nomination, which may be factored into the final recommendation by the standing committee. Nominees should make arrangements to appear at the public hearing to address any questions raised by the standing committee. The public hearing is also a good opportunity for nominees to express publicly their commitment to the success of the ABC and, by extension, the City of Minneapolis. Once the public hearing is closed, the standing committee will take action—by vote—to recommend action for consideration by the full City Council.
- (f) **WAIVERS.** If any nominee is forwarded for formal consideration to be appointed to any City ABC that does not meet certain requirements—for example, residency—then the Office of City Clerk shall prepare the necessary waiver(s) to be included in the motion for appointment.

- (g) **COUNCIL ACTION.** The City Council acts upon the recommendation of its standing committees, whether a public hearing is required for a particular appointment or not. The committee’s recommendation usually is the basis for final action by the full City Council. The approval of an appointment requires a simple majority vote of the Council, assuming a quorum.
- (h) **MAYOR ACTION.** The action of the City Council is presented to the Mayor, as required pursuant to City Charter § 4.4(c). The Mayor may approve the appointment by signing the action or allow the appointment to become effective (“deemed approved”) without their signature, or the Mayor may veto the appointment and return the action for automatic reconsideration by the City Council.
- (i) **LEGAL PUBLICATION.** After action by the City Council and approval by the Mayor, the matter must be published in the City’s official newspaper at which point the appointment becomes legally effective. Publication is generally eight (8) days after action by the full City Council unless an earlier publication time has been arranged in advance.
- (j) **NOTICE TO APPOINTEES AND APPLICANTS.** After final action to complete an appointment, the Clerk’s Office shall—
 - (1) Notify each individual appointed to an ABC along with information about next steps in the process, including the required enterprise orientation program, oath of office, participant agreement, etc. Refer to §§ 4.2. and 4.3. of this manual for those details.
 - (2) Notify each applicant not selected for appointment that their applications will be retained on active status in the Clerk’s Office for a period of one (1) year.
 - (3) Notify the Staff Liaison of the individual(s) appointed to the ABC supported by their department.

The basic process outlined above applies to all general seats where the City Council and Mayor are the Appointing Authorities and may apply for qualified seats subject to the Open Appointments process. This process does not apply to appointments made by entities, agencies, and organizations external to the City of Minneapolis.

3.5. Terms.

- (a) **DEFINITE TERMS.**
 - (1) All appointments shall be made to definite terms tied to each seat on each ABC. Appointment terms shall not be associated with the appointment of individuals. Terms shall run continuously and shall not begin or end according to the service of any individual appointed to a seat on an ABC.
 - (2) **Two-year standard terms.** Unless otherwise prescribed by law or the ABC’s enabling legislation, the standard term for City ABCs shall be two (2) years.
 - (3) **Term commencement.** Most ABC terms begin January 1 or July 1 of each year, unless provided otherwise in a specific ABC’s enabling legislation. Refer to § 3.4(a)(1) of this manual. Individuals appointed to ABCs outside the standard full term appointment process will serve the remainder of an existing term rather than a new full term.
- (b) **STAGGERED TERMS.**
 - (1) For ABCs intended to serve an indefinite period of time—generally not including bodies classified as Tier 4 bodies (working groups)—the terms of all seats shall be staggered so that no more than half of the total number of seats are set to expire at any given time. This will better balance the workload of Appointing Authorities in completing appointments to a multitude of ABCs across appointment cycles.
 - (2) To achieve this, the City Clerk shall assign by lot the initial terms for all seats on each new ABC created by the City. Thereafter, all appointments shall be for full terms as set by the body’s enabling legislation.
 - (3) For Tier 4 bodies, and any group established for a time-limited purpose with an imposed termination date, the appointment of individuals to seats may be done concurrently and not staggered.

(c) **TERM LIMITS.**

- (1) Concurrent terms. Pursuant to MCO § 10.80(c)(1), no ABC Member may serve concurrently on more than one (1) ABC unless the City Council waives that restriction by formal action or that restriction is otherwise not applicable.
- (2) Consecutive terms. Pursuant to MCO § 10.80(c)(2), no ABC Member may be reappointed if they have already served consecutively for eight (8) or more years on the same ABC unless the City Council waives that restriction by formal action or that restriction is otherwise not applicable. With appointment terms staggered in most instances, that means that an ABC Member could theoretically be reappointed with the next term, so effectively the interim period would be a minimum of at least one (1) year.
- (3) Extended service. Unless otherwise prescribed by applicable law, each ABC Member shall serve until a successor has been appointed and qualified by completing the required oath of office and onboarding.

(d) **UNEXPIRED TERMS.** Any individual appointed between formal terms shall be appointed to complete the remainder of the unexpired term first.

3.6. Resignations and Terminations.

(a) **RESIGNATIONS.**

- (1) Process. As provided in MCO § 10.60(c)(1)(c), any ABC Member may resign their seat on a City ABC by submitting their resignation in writing to the Office of City Clerk. The written resignation should be copied to the assigned Staff Liaison for their ABC. The resignation becomes effective upon the date it is received by the Clerk's Office. A resignation cannot be rescinded or revoked after receipt by the Clerk's Office. The City Clerk shall notify the appropriate Appointing Authority of the resignation and next steps to appoint a new member.
- (2) New appointment. The Appointing Authority may make an appointment to fill the remainder of the unexpired term as provided in § 3.8(c) of this manual.

(b) **TERMINATIONS.**

- (1) Service at-will. Unless provided otherwise by law, all ABC Members serve at the pleasure of the Appointing Authority; that is, they serve at-will and may be removed, with or without cause, by formal action of the Appointing Authority as provided in MCO § 10.60(c)(1)(f). All ABC Members should carefully review the City's service requirements and restrictions in Chapter 4 of this manual as well as the provisions of the mandated participant agreement.
- (2) End of term. Unless provided otherwise by applicable law, all ABC Members shall continue to hold over at the end of their term and serve until a successor has been appointed and taken the oath of office as provided pursuant to MCO § 10.60(c)(1)(a). The Office of City Clerk shall provide notice at least sixty (60) days in advance of ABC member term endings to the respective Nominating Authorities and Staff Liaisons. As part of that notice, the Clerk's Office shall also make reasonable efforts to inform Staff Liaisons of any service restrictions or term limits that may apply to their ABC members. Staff Liaisons shall provide notice to the affected ABC members.

3.7. Leaves of Absence.

Pursuant to MCO § 10.80(c)(6), "any appointed ABC Member who runs for any elective office, or who seeks appointment to fill a vacancy in an elective office, must take a leave of absence from the ABC body while seeking election or appointment to the position. This leave begins on the date that the member files for or is nominated to the elective office or applies for appointment to fill a vacancy in the elective office."

- (a) **REQUIREMENTS.** Attendance requirements shall not apply while the Member is on the leave of absence. However, the service restriction relating to serving on the same body continuously for eight years will apply.
- (b) **NOTIFICATION.** The Member shall notify in writing the Staff Liaison and City Clerk's Office by email.

3.8. Vacancies.

(a) NOTICE OF VACANCIES AND ADVERTISING.

- (1) Annual Recruitment & Vacancy Report. The Office of City Clerk produces an Annual Recruitment & Vacancy Report (Exhibit B) identifying the known and anticipated vacancies that will occur across all City ABCs prior to the start of each calendar year.
 - (A) The preparation of this report begins in December each year and addresses current and future vacancies that will be addressed in the next subsequent calendar year.
 - (B) The Clerk's Office shall consult all departments assigned to support ABCs to verify the status of all current ABC Members and any actual or anticipated vacancies in the forthcoming year. Any discrepancies in the ABC membership roster or vacancy report shall be resolved by the Clerk's Office prior to producing a final Annual Recruitment & Vacancy Report.
 - (C) The final Annual Recruitment & Vacancy Report must be circulated to all of the City's Appointing Authorities no later than January 31 of the year to which it applies.
- (2) Internal notice. Not less than ten (10) days prior to the scheduled publishing of vacancies for an appointment cycle, the Clerk's Office shall circulate a verified vacancy report listing all known vacancies for seats on City ABCs recruiting that cycle.
- (3) Public notice. Based on the verified vacancy report (above), the Clerk's Office prepares a public notice of all known and anticipated vacancies for seats on City ABCs, which should include the following information:
 - (A) The dates of the recruitment period and deadline for submitting completed applications.
 - (B) A list of vacant seats, by ABC, that are subject to recruitment during the specific appointment cycle.
 - (C) The application requirements and instructions to access and complete the application form.
 - (D) Basic information about the City's ABCs, including contact details where interested individuals can request more information about ABC service opportunities.
- (4) Advertising. Advertising for ABC vacancies shall be as follows—
 - (A) Notice(s) of ABC vacancies shall be:
 - (i) Posted to the City's website and to the City's Legislative Information Management System (LIMS).
 - (ii) Distributed to registered subscribers via the City's electronic notification lists.
 - (iii) Distributed to all neighborhood organizations through the City's Neighborhood & Community Relations Department.
 - (B) Supplemental notice. Notice(s) of ABC vacancies may be posted, distributed, and promoted in and through other venues, including but not limited to public access television, City newsletters, social media, local news media outlets, etc. Supplemental notices targeting specific communities, neighborhoods, or geographic areas, cultural communities, professions or trade associations, or business or industry organizations, may be made to help achieve applicant pools that reflect the overall community according to various diversity indicators or to reach applicants having particular required qualifications or experience.
 - (C) A minimum of three (3) weeks shall be allowed for the submission of applications during any appointment cycle, followed by a reasonable time for the review and consideration of applications.
 - (D) If there are an insufficient number of applicants at the close of any appointment cycle, or if it is deemed necessary to achieve greater diversity of representation, the Office of City Clerk may choose to extend the recruitment timeline and/or implement other targeted methods of recruitment.

- (b) **VACANCIES.** As provided in Minneapolis Code of Ordinances (MCO) § 10.60(c), a seat on an ABC is deemed vacant when any of the following occurs:
- (1) The Member's term expires. However, if a successor has not been appointed upon the expiration of the Member's term, then the Member shall continue to serve until a successor has been appointed and taken the oath of office."
 - (2) The death of the Member appointed to the seat.
 - (3) The resignation of the Member, which must be submitted to the City Clerk's Office in writing.
 - (4) A Member's conviction of a felony or any criminal offense involving a violation of the duties of the position to which they were appointed, in which case the City Clerk shall advise the Appointing Authority of the conviction and its effect, and the seat will become vacant upon the Appointing Authority's receipt of such information.
 - (5) The failure of any individual appointed to a seat to complete the required onboarding requirements, as described in MCO § 10.80.
 - (6) Any Member who is removed by formal action of the Appointing Authority. Except as otherwise provided by law, all Members serve at the pleasure of the Appointing Authority.
- (c) **FILLING VACANCIES.** As provided pursuant to MCO § 10.60(c)(2), all vacancies will be filled in the same manner as the original appointment and shall be made either for the unexpired portion of the existing term or for a full term, as appropriate in each case. If a vacancy occurs within one (1) year of the original appointment, the Appointing Authority may appoint another eligible applicant from the original applicant pool to fill the unexpired portion of the existing term; see § 3.4(b)(4) of this manual.

3.9. Recruitment.

- (a) **PROCESS.** For each appointment cycle, the Office of City Clerk, in collaboration with the relevant departments associated with specific ABCs having known or anticipated vacancies, generally advertises and publicizes such opportunities in the following ways:
- (1) The Office of City Clerk posts the list of known vacancies for each ABC to its public notice bulletin board(s) as well as online via the City's website and the Legislative Information Management System (LIMS). The Clerk may collaborate with any department to utilize its website for further publication and promotion of the recruitment and open appointments process.
 - (2) The Communication Department circulates the list of known vacancies for each ABC to the list of its media sources and also displays the list of known vacancies for each ABC on public broadcasts of City information and news via the City's public broadcast channels. Paid media advertisements may be placed in accordance with Communications Department policy and any budget allocated for that purpose.
 - (3) The Neighborhood and Community Relations Department distributes the list of known vacancies for each ABC to all neighborhood organizations.
- (b) **ADVERTISING CONTENT.** The content of advertisements of openings for recruitment of known ABC vacancies generally includes the following and may include additional content as appropriate:
- (1) The name of the ABC.
 - (2) The position and seat number on the ABC that is open for recruitment.
 - (3) The eligibility criteria for the position open for recruitment, if any, including specific qualifications or criteria.
 - (4) The application process and anticipated timeline to submit an application and contact information where an interested individual could request additional information or details.
- (c) **ALTERNATIVE RECRUITMENT METHODS.** The specific purpose, functions, and/or type of qualifications sought for a specific ABC or for its members may be considered as factors for alternative (or additional) recruitment methods. As appropriate and as capacity and resources allow, the Office of City Clerk, the assigned supporting department, and

the Communications and Neighborhood and Community Relations departments may develop a specific recruitment strategy to be used to address a particular ABC, such as, targeted advertising campaigns to include cultural/ethnic media outlets, trade bulletins and publications, agency websites, or newsletters of relevant professional associations, community and neighborhood organizations, and other networks. The City may also conduct advanced outreach initiatives to raise awareness about ABC vacancies and opportunities to apply, especially targeting underrepresented communities and demographics to assure as broad and diverse an applicant pool as possible. The City also may cooperate with community-based partner agencies to expand recruitment efforts to improve the diversity of applicant pools for appointments to the City's ABCs. Nominating Authorities may also identify individuals that meet seat criteria, alerting the Office of City Clerk to provide a direct application link to those individuals.

CHAPTER 4: Service Expectations & Restrictions

4.1. Principles of Effective Service.

Guiding principles for effective ABC service include—

- (a) **SERVICE.** Ultimately, ABCs exist to communicate the needs, priorities, and interests of the entire community. ABC Members must learn to collaborate, compromise, and communicate together, all of which can be challenging aspects of ABC service. The success or failure of an ABC depends upon the degree of productive cooperation amongst its Members. The City selects individuals who bring diverse life experiences, perspectives, and backgrounds to serve on ABCs. The mix of these different values, perspectives, and motivations—when tempered through effective collaboration, compromise, and communication—adds significant value to the City’s policies and programs.
- (b) **RESPONSIBILITY.** Regular attendance and active participation in the ABC’s work is an essential responsibility for all Members. Members should thoroughly prepare for meetings and arrive ready to engage in discussions about the issues before the body. By agreeing to serve on an ABC, the Member makes a commitment to put in the necessary time and energy to prepare and participate fully in the work of their ABC.
- (1) **Understand your responsibility.** Each ABC Member should take time to review and understand the governing framework that applies to the City, to ABCs generally, and to their specific ABC. Of prime importance in this regard, ABC Members should be familiar with their ABC’s enabling legislation, bylaws, and rules. These constitute the three core governing documents for each specific ABC. [Refer to Chapter 2 of this manual.]
- (2) **Learn the ropes.** A new ABC Member should prioritize their own orientation and onboarding. In addition to formal training, make time to meet with the ABC Chair and ABC Staff Liaison to learn the history of the ABC, the unspoken rules of the road, and any customs or practices that impact how the work is done. It’s also wise to study and understand the unique dynamics of group work and diplomatic decision-making processes.
- (3) **Do your homework.** Prepare in advance for meetings. Read the agenda packet carefully. Be prepared to discuss issues fully, to evaluate and act on matters that are scheduled for consideration. Reach out to the ABC Staff Liaison for any additional background or clarification you might need to better understand the

CHARGE: Checklist for Effective Service

C – CHARTER

Am I familiar with...

- ☐ The governing docs that relate to my ABC?
- ☐ The way ABCs fit within the City enterprise?
- ☐ The specific purpose and functions of my ABC?

H – HIERARCHY

Do I understand...

- ☐ The delegation of authority for my ABC?
- ☐ The impact my ABC has on the community?
- ☐ The classification of my ABC, and how that fits within the City’s ABC system?

A – ACCOUNTABILITY

Do I know...

- ☐ My role as an ABC Member?
- ☐ What constitutes a conflict of interest?
- ☐ My accountability in terms of service and performance?

R – RESPONSIBILITY

Do I...

- ☐ Regularly attend all ABC meetings?
- ☐ Prepare in advance to participate in ABC meetings and activities?
- ☐ Make meaningful contributions to the work of my ABC and complete the tasks that have been assigned to me?

G – GOALS

Do I know...

- ☐ My ABC’s goals for the next year?
- ☐ The tasks that must be completed to accomplish the goals set by my ABC in the next year?
- ☐ My responsibilities tied to the goals set by my ABC?

E – EVALUATION

Have I...

- ☐ Discussed with my fellow ABC Members and staff what our ABC can do to improve our performance?

issues and the context for decision-making. Jot down your ideas, key thoughts, and any questions so that you're ready to participate in group discussions. Most importantly, show up on time (early!) and be ready.

- (4) **Develop positive relationships.** Open, honest, and collaborative relationships with colleagues on the ABC and with the ABC Staff Liaison are important to successful and productive service. Try to bring a positive attitude to the group and strive to be a creative problem-solver. If friction develops, which is a natural part of group dynamics, make efforts to clarify issues and to separate personalities from issues and positions. If differences can't be resolved, remember to agree to disagree—in a professional, respectful manner.

- (c) **INTEGRITY.** ABC Members hold positions of trust. As such, Members must recognize the public's interests are top priorities. Personal, professional, business, family, or other types of considerations should not interfere with a Member's judgment on issues. All ABC Members must comply with all applicable state and local laws, including the City's Code of Ethics. An objective, balanced, and receptive approach will help Members to assess the multiple facets of any given issue, proposal, or request and to evaluate new ideas.

- (1) All ABC Members must be familiar with and operate within the legal and ethical framework that governs their work, some of which is highlighted in this manual.
- (2) No ABC Member may make unilateral decisions or take any action for an ABC. All individual ABC Members must use discretion and care to avoid action and even the appearance of actions that could create conflicts for their effective service to the City. To that end, all ABC Members must abide by the City's Code of Ethics.
- (3) All ABC Members must remember that their service is for the benefit of the entire community and that it is inappropriate to use their service for personal benefit or to create a personal platform. ABC Members must avoid conflicts between their private interests and their public duties, remembering that the public interest must be their principal concern. An ABC Member must not seek favors nor confer favors in the performance of their official duties.

- (d) **PARTICIPATION.** In 2007, the City of Minneapolis adopted Core Principles of Community Engagement to document the City's value of and commitment to community engagement. Those Core Principles provide consistent direction to guide the City's outreach and engagement efforts. Based on the Public Participation Spectrum produced by the International Association of Public Participation (IAP2), the principles describe five specific stages of engagement and the associated types of activities that define each stage, from inform to empower. (Figure 6) For more information about the IAP2 principles see the summary below or refer to the IAP2 website (iap2.org).

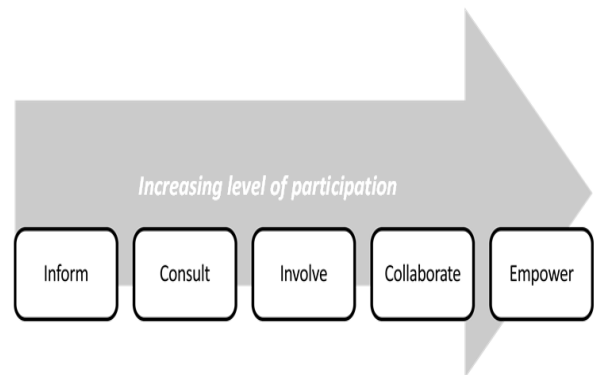


Figure 6. IAP2 Stages of Engagement

- (1) **Principles of Community Engagement.**

- (A) **Right to be involved.** Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

Being upfront about the specific stage of engagement helps align intent of community engagement goals with specific strategies. For example, if the intent is to inform, don't use strategies or tools that imply the community is asked to collaborate. Be clear. Be specific. There is an appropriate reason, time, and way to use all five stages.

- (B) **Contribution will be thoughtfully considered.** Public participation includes the promise that the public's contribution will be thoughtfully considered.
- (C) **Recognize the needs of all.** Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers.

Effective engagement strategies include clear and appropriate opportunities for feedback and organizes those opportunities in ways that address the multiple needs of different community stakeholders.

- (D) *Seek out involvement.* Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- (E) *Participants design participation.* Public participation seeks input from participants in designing how they participate.
- (F) *Adequate information.* Public participation provides participants with the information they need to participate in a meaningful way.

One of the most important factors to consider in planning engagement strategies is what information the community has, what information has been or can be made available, what the best format or medium is to deliver that information, so that the community is able to engage in decision-making processes in an informed manner.

- (G) *Known effect of participation.* Public participation communicates to participants how their input affected the decision.

- (2) Outreach versus Engagement. The terms outreach and engagement are frequently used interchangeably. Although the concepts of outreach and engagement do work hand-in-hand, it is important to understand the difference between doing outreach *in* the community and engaging *with* the community. Table 4 highlights some key characteristics of both concepts to illustrate how they differ and how they can be complementary with each other.

TABLE 4. OUTREACH VS ENGAGEMENT

OUTREACH	ENGAGEMENT
Short-term focus and orientation to the work	Long-term focus and orientation to the work
Adopts a marketing perspective that promotes the work and uses a transactional approach: "What can A do for B?"	Adopts a relationship-centric perspective that emphasizes partnership and uses a connective approach to the work: "What can A and B do together?"
Directional	Cyclical

- (3) Bridging the gap. ABCs are essential to effective community governance. They help bridge the gap between community and the government. As community representatives, ABC Members should strive to connect with Minneapolis's multiple communities and constituencies to develop relationships and to help identify issues that benefit everyone. ABC Members should encourage and honor public participation by:

- (A) Be open, direct, and respectful in your actions and communications but also fair and consistent in your treatment of the public.
- (B) Pay attention to the public when they are participating, whether through public comments, public hearings, listening sessions, or other forums. If appropriate, ask questions to clarify statements or to understand expressed positions, but avoid debating or "cross-examining" the public.
- (C) Actively listen with the intent to understand others. Avoid interrupting others. Try to be open to new ideas or perspectives and willing to explore alternatives.
- (D) Stay on topic. Discussions that meander endlessly without an end in sight or an apparent purpose are unproductive and discouraging. Take notes so that you can be focused when engaging in discussion. Help others to stay on topic, too.
- (E) Take your responsibilities—but not yourself—seriously. Maintain composure and keep a good sense of humor.

- (4) Planning community engagement. Within this broad principles-based framework, each ABC must determine how to provide structured opportunities for meaningful community engagement and public input to its decision-making processes. The City's Neighborhood & Community Relations (NCR) Department is the department primarily responsible for advising and assisting on effective outreach and engagement strategies. ABCs can collaborate with the NCR Department on developing both general and specific outreach and engagement strategies as part of their work plans.

- (e) EQUITY. The City of Minneapolis is committed to establishing and advancing an equitable community for the benefit of everyone. In 1986, the City Council and Mayor adopted a resolution prioritizing efforts that achieve ABC memberships reflective of the demographic composition of the City of Minneapolis. To achieve that outcome, the City must be intentional about its commitment to racial equity and diversity; it must promote inclusive engagement and collaboration in the recruitment process; it must use data for informed decision-making in the appointment of ABC Members; and it must support opportunities to leverage policy strategies and partnerships that advance these expressed policy priorities. The City's Racial Equity, Inclusion & Belonging (REIB) Department leads efforts to advance issues of racial equity and inclusion across the origination. ABCs can consult with the REIB Department on developing specific strategies to address racial equity and inclusion in their work plans.

Simplified Approach to Engagement

- ☐ Learn the City's Core Principles of Community Engagement and seek assistance from the NCR Department to develop general and specific plans for engagement that support the ABC's goals and objectives.
- ☐ Tell the public what the ABC will be doing. The ABC's annual work plan is one way of sharing that information with the City's elected officials, departments, and the community.
- ☐ Keep the public informed while the ABC is doing its work. Public meetings, listening sessions, and public comment forums are all ways to engage the community in the ABC's work.
- ☐ When the ABC has completed its work, tell the public what was done. The ABC's annual report is one way to share that information about the accomplishments and good work done by the ABC.

4.2. Service Requirements, Reporting & Restrictions.

(a) SERVICE REQUIREMENTS.

- (1) Residency. Under Minneapolis Code of Ordinances (MCO) § 10.50(f), all persons appointed to a City ABC under the Open Appointment Policy must be a current resident of the City of Minneapolis. Continuing residency within the City is a condition of appointment. The City Council, by formal action, may waive the residency requirement for a specific individual as part of the vote to make or confirm an appointment when:
- (A) The appointment is made by an external entity, agency, or organization including another unit of government.
 - (B) The person otherwise eligible for appointment is an officer or director of a business or organization that pays property taxes to the City.
 - (C) The appointment is of a person whose knowledge or expertise provides a unique or special benefit to the ABC and, by extension, the City of Minneapolis.
- (2) Onboarding. Under MCO § 10.80, within ninety (90) days of appointment (or reappointment), each person who is appointed to a City ABC must:
- (A) Complete an orientation program organized by the Office of City Clerk and submit written acknowledgment of completing the program (*refer to § 4.3 for details*).
 - (B) Take, subscribe to, and file with the Office of City Clerk the required oath of office as provided under Minnesota Statutes § 358.05 and City Charter § 8.2(a). A new oath is required for each appointed term.

- (C) Sign and file with the Office of City Clerk the required participant agreement that acknowledges the duties and responsibilities of ABC Members. Any ABC Member who fails or refuses to abide by the conditions of the participant agreement may be removed by the Appointing Authority, if not otherwise prohibited by law.
 - (D) Any member who fails to complete the foregoing requirements within the prescribed ninety (90) day period after appointment or reappointment shall be deemed to have resigned their seat and the position shall be deemed vacant.
- (3) Attendance. Under MCO § 10.70(e), ABC Members who are consecutively absent from a number greater than one-third (1/3) of regular meetings during a given calendar year (January through December) may be removed by action of the Appointing Authority, if not otherwise prohibited by law.
- (b) **PARTICIPANT AGREEMENT.** The participant agreement specifies the City's expectations of service by ABC Members as well as the duties and responsibilities assumed by ABC Members as part of accepting the City's appointment to a City ABC. Any ABC Member who fails or refuses to abide by the terms of the participant agreement may be removed by the Appointing Authority, if not otherwise prohibited by law.

Refer to Exhibit C to review the ABC Member Participant Agreement.
- (c) **ABC REPORTING RELATIONSHIPS.** With the exception of Tier 1 ABCs, each ABC operates under the general oversight and direction of, and shall report to, the Mayor and to the designated standing committee of the City Council as determined by the City Council as part of its organizational meeting held at the commencement of each new elective term, or as needed from time to time thereafter.

Refer to Chapter 7 of this manual for information about mandated reports for ABCs.
- (d) **SERVICE RESTRICTIONS.** Recognizing that the fundamental premise of all ABCs is to enable meaningful public participation in City decision-making processes, and that those opportunities require the broadest possible access by the community, the following restrictions apply to community members appointed to Tier 3 and Tier 4 ABCs, pursuant to MCO § 10.80(c):
 - (1) An ABC Member may not serve concurrently on more than one (1) ABC unless the City Council waives that restriction by formal action. Additionally, a Tier 1 or 5 Member may not also serve concurrently on a Tier 2, 3, or 4 ABC unless the City Council waives this restriction.
 - (2) An ABC Member may not be reappointed to an ABC if that Member has already served consecutively on the same [ABC] for eight (8) or more years unless this restriction is waived by formal action of the Appointing Authority.
 - (3) An ABC Member may not serve on an ABC concurrently with any other person with whom they share a significant familial relationship as that term is defined in MCO § 15.280. There is no exception or waiver for this restriction.
 - (4) In recognition of the fact that elected officials have the ultimate opportunity and responsibility for decision-making on behalf of the City, neither the Mayor nor any City Council Member shall be appointed as an ABC Member on any City ABC unless the City Charter or ordinance specifically requires that the seat be filled by that person.
 - (5) In recognition of the fact that staff have significant opportunities to influence and shape the City's priorities, policies, and programs, no current employee of the City of Minneapolis shall be appointed as an ABC Member on any City ABC. Staff may attend ABC meetings and participate, as appropriate, and shall attend meetings when assigned and assist ABCs in their work but may not occupy a seat because this would otherwise deny an opportunity for a community member to engage actively in the City's decision-making processes.
 - (6) Any ABC Member who runs for any elective office, or who seeks appointment to fill a vacancy in an elective office, must take a leave of absence from the [ABC] while seeking election or appointment to the position as discussed in § 3.7 of this manual. This leave begins on the date that the member files for or is nominated to the elective office or applies for appointment to fill a vacancy in the elective office. Any attendance requirements pursuant to MCO § 10.40(a)(2)(d) shall not apply to the Member during this leave of absence.

(7) These restrictions do not apply to ABC Members appointed by an external entity, agency, or organization.

- (e) **COMPENSATION.** Pursuant to MCO § 10.80(e), ABC Members shall serve without compensation unless the enabling legislation creating an ABC specifically provides for compensation and the required funding is appropriated by the City. If compensation is authorized in the body's enabling legislation and funding is appropriated, the Staff Liaison assigned to the ABC is responsible for managing the payment process according to applicable policies, procedures, and standards set by the City (*see Chapter 8 for details*).

4.3. Enterprise Orientation Program.

As provided in MCO § 10.80(b)(1), every individual appointed to a City ABC is required to complete an orientation program before beginning their service. This orientation program informs ABC Members about the structure of the City government; the legal and ethical framework that governs the City and its ABCs; the classification of ABCs and the general functions, powers and duties of City ABCs; the City's expectations for service; and other matters related to the operations and performance of ABCs. Each individual appointed to an ABC shall file a written acknowledgement with the Office of City Clerk after completing the mandatory enterprise orientation program. In addition to the enterprise orientation program, the department assigned to support a particular ABC may offer a more focused onboarding program with specific information informing the work of that particular ABC.

4.4. Authority to Act or Speak for ABC or City of Minneapolis.

- (a) **AUTHORITY - GENERALLY.** As stated in MCO § 10.70(d), ABCs are not authorized to act or speak on behalf of the City of Minneapolis.
- (b) **WHEN AND HOW AUTHORIZED.** When an ABC is expressly authorized to act or to speak, it shall do so only in its own name—and not on behalf of the City—and then only by formal action of the ABC during a proper meeting, which action must be recorded in the meeting minutes.
- (1) **Mayor and Council act and speak for the City.** The authority to act and speak for the City is reserved to its elected officials.
- (2) **Mayor is chief spokesperson and official representative.** As provided in MCO § 11.10, the Mayor is the chief spokesperson and officially represents the City.
- (3) **ABC's authority to act and speak.** ABCs act and speak only on matters within their delegated jurisdictions as provided in their enabling legislation, or as may be expressly authorized from time to time by the City Council and Mayor.
- (A) An ABC may take action to propose or to recommend an action or statement in the interests of the City by the City Council and Mayor. An ABC usually does this by means of a formal act taken during a proper meeting and submitted to the City Council and Mayor through the appropriate channels (*see Chapter 8 for details*).
- (B) Pursuant to MCO § 10.80(d)(2), where an ABC is expressly permitted to act or speak by its enabling legislation or resolution, it shall do so only in its own name and on its own behalf and shall not represent that it acts or speaks on behalf of the City as a whole.
- (4) Individuals who serve as ABC Members, including ABC officers, shall not act or speak on behalf of an ABC without the express prior authorization by formal act (vote) of the ABC, which must be recorded in the minutes of the meeting where the vote was taken. ABC Members should never present their personal views or positions as being representative of the ABC but should only ever communicate the official position taken by formal action of the ABC. Individual ABC Members expressing personal views or positions must clearly indicate where their statements or comments reflect their personal views or positions and are made in the capacity as a private citizen and do not reflect the official position of the ABC. It should be recognized that ABC Members' comments and actions may assume special significance for the public, and if not responsibly discharged and identified as personal views or positions could result in a situation that may be detrimental to the City's best interests. Questions or concerns about making statements or comments should be referred to the Office of City Attorney.

CHAPTER 5: ABC Organizational & Operational Details

5.1. An Overview of Group Dynamics.

In 1965, psychologist Bruce Tuckman described four stages of group performance (Figure 7). These insights apply to all types of groups, including the City’s ABCs. The four stages—described below—outline the path groups typically take to achieve cohesion, effective performance, and, ultimately, success in achieving shared goals (Figure 8).

- (a) **FORMING.** All groups initially go through a “forming” stage. In this initial stage, the primary focus is on roles, responsibilities, and relationships. In the beginning, members may be excited, anxious, curious, and eager to get started. The shared task at this early stage in group dynamics is about clearly defining and reaching agreement and understanding on these fundamental issues. Some of this is provided in the enabling legislation that creates the group; however, bringing the language of those formal acts to life involves people and the ability and willingness of those people to work together. This may take some time as people get to know new colleagues as well as the preferences they have for ways of working.

- (b) **STORMING.** As members gain experience working together, they move into a “storming” phase. It’s natural for people working together to experience conflict: around goals, priorities, work methods, and more. When these conflicts inevitably arise, the group needs to refocus on its purpose, to clarify roles and responsibilities, and work together to minimize distractions created by interpersonal and emotional issues. Compromise is required so that the group can make progress. These approaches naturally lead to the next stage (norming).

- (c) **NORMING.** Groups transition into the “norming” stage in response to conflict and creative tensions that naturally arise in any group undertaking. In this stage, the group focuses on performance expectations, operating rules, and other actions that can impose order, predictability, and structure to support the work and minimize interpersonal conflict and distractions. At this point, members start to appreciate one another’s strengths and contributions to the group and interpersonal conflicts are minimized or resolved. As a result, members develop a stronger commitment to shared goals and begin to make good progress toward achieving them.

- (d) **PERFORMING.** As the group adjusts to its new norms, it moves into the “performing” stage. At this point, the group is functioning at its best and the collective contributions of all members lead to the accomplishment of shared goals. At this stage, differences among members are appreciated and used to enhance the group’s performance. Once a group attains this stage, it should take deliberate steps to monitor its performance so as to avoid slipping back into behaviors that can disrupt the group dynamic. It may be helpful to schedule time to conduct assessments of the group’s performance, often done in a retreat format. Members shouldn’t let conflict go unchecked, but should also keep in mind that a little creative tension can be a good thing—it might reveal opportunities for improvement or even some inefficiencies that the group can fix together, ultimately leading to innovation.



Figure 7. Four Stages of Group Performance

5.2. Bylaws & Rules.

- (a) **BYLAWS.** Subject to the enabling legislation that creates an ABC, the bylaws provide the governing framework which provides for its organizational structure and operations. Bylaws are generally understood to encompass fundamental aspects of an organization's principal purpose, primary duties, and core operations that are so essential they may not be changed without notice and significant formal action. In this way, bylaws serve as part of an organizational road map. Over time, bylaws preserve institutional continuity and create a consistent operating framework for how an ABC conducts its business.
- (1) Standard bylaws. Pursuant to MCO § 10.100(a), the City Clerk has prepared a standard set of bylaws for the City's ABCs in Tiers 3 and 4. The standard bylaws were approved by City Council at its regular meeting on July 18, 2024, and approved by the Mayor on July 24, 2024, as reflected in Council Action No. 2024A-0525 [see LIMS File No. 2024-00776].
 - (2) Amendments. The standard bylaws may be amended, from time to time.
 - (A) Amendments may be proposed by a specific ABC to reflect its unique operating needs.
 - (i) Proposals by a specific ABC to amend its bylaws must be submitted in writing to the City Clerk identifying the recommended modification(s) and justification for the same.
 - (ii) The City Clerk shall transmit the proposed amendment initiated by the ABC, together with the City Clerk's own recommendation on that proposal, to the City Council for its determination.
 - (iii) Amendments initiated by an ABC are subject to formal action by the City Council and Mayor before becoming effective.
 - (B) The City Council and Mayor may amend the ABC standard bylaws, or amend the bylaws of a specific ABC, in the same manner as the adoption of the original bylaws.
 - (3) Official bylaws. The official bylaws of each of the City's ABCs must be filed with the Office of City Clerk, and the copy so filed with the Clerk's Office shall be, for all cases, considered to be the official bylaws of the ABC.
- (b) **RULES.** Rules address the conduct of ABC meetings. They provide a uniform, predictable, and stable framework for how meetings are planned, organized, and conducted in a manner that is open, accessible, and fair to all parties.
- (1) Standard rules. Pursuant to MCO § 10.100(a), the City Clerk has prepared a standard set of rules for the City's ABCs in Tiers 3 and 4. The standard rules were approved by City Council at its regular meeting on July 18, 2024, and approved by the Mayor on July 24, 2024, as reflected in Council Action No. 2024A-0525 [see LIMS File No. 2024-00776].
 - (2) Amendments. The standard rules may be amended, from time to time.
 - (A) Amendments may be proposed by a specific ABC to reflect its unique operating needs.
 - (i) Proposals by a specific ABC to amend its rules must be submitted in writing to the City Clerk identifying the recommended modification(s) and justification for the same.
 - (ii) The City Clerk shall transmit the proposed amendment initiated by the ABC, together with the City Clerk's own recommendation on that proposal, to the City Council for its determination.
 - (iii) Amendments initiated by an ABC are subject to formal action by the City Council and Mayor before becoming effective.
 - (B) The City Council and Mayor may amend the ABC standard rules, or amend the rules of a specific ABC, in the same manner as the adoption of the original rules.
 - (3) Official rules. As with the bylaws, the official rules of each of the City's ABCs must be filed with the Office of City Clerk, and the copy so filed with the Clerk's Office shall be, for all cases, considered to be the official rules of the ABC.

5.3. Organization.

- (a) **FIRST CONVENING.** Unless provided otherwise by its enabling legislation, each ABC shall be organized as provided in this section and, thereafter, shall conduct an annual meeting for the purpose of organizing its membership for the conduct of business in the next succeeding year.
- (1) **Organizational Meeting.** After its formal creation, the Office of City Clerk shall give notice of the date, time, and location of the Organizational Meeting for a new ABC. The City Clerk, or designee, shall prepare the agenda for the Organizational Meeting, which shall include at least the following business matters.
 - (A) **Call to Order.** The initial ABC Chair, selected by the Mayor, shall convene the Organizational Meeting and preside over its proceedings.
 - (B) **Purpose and functions.** The Chair shall inform the Members of their purpose and functions as set forth in the ABC's enabling legislation.
 - (C) **Vice-Chair.** The ABC shall elect from its membership a Vice-Chair to serve until the first Annual Meeting in the next year.
 - (D) **Bylaws and rules.** The ABC shall take formal action to adopt the standard bylaws and rules for ABCs as approved by the City Council and Mayor.
 - (E) **Schedule of regular meetings.** The ABC shall adopt a schedule of the dates, times, and location of its regular meetings for the forthcoming year, a copy of which must be filed with the Office of City Clerk.
 - (F) **Other matters.** The ABC may consider and act upon other organizational matters permitted within its enabling legislation.
 - (2) **Annual Meeting.** After its initial organization, each ABC shall conduct an Annual Meeting at which time it shall elect its officers and consider any other matters of the body's organization as authorized or required under its enabling legislation, bylaws, and rules.
 - (3) **Meetings.** In addition to its initial convening at its Organizational Meeting, and the Annual Meeting that is conducted each year thereafter, each ABC conducts regular meetings for the purpose of conducting its business. It also may conduct special meetings. Refer to Chapter 6 of this manual for details about meetings.
- (b) **OFFICERS.** Each ABC shall have a Chair and Vice-Chair who are Members of the ABC. The City Clerk is ex officio the Executive Secretary for each ABC pursuant to MCO § 10.90, unless those duties are otherwise provided for in the body's enabling legislation (*see § 8.1 of this manual*). An ABC may have other officers if provided in its enabling legislation or bylaws. The general duties and responsibilities of officers must be contained within the ABC's bylaws and rules.
- (1) **Election.**
 - (A) **Chair.** Each ABC must have a Chair who serves as the body's presiding officer and principal spokesperson. The selection process for the chair will be as provided in the bylaws. For Tier 3 and 4 ABCs that process will typically be as follows:
 - (i) **Initial selection by Mayor.** After an ABC is formally created, the Mayor shall select one Member, who may but need not be an individual nominated by the Mayor, to serve as the initial Chair of the ABC.
 - (ii) **Selection by Members.** At each annual meeting thereafter, the ABC shall elect its Chair from its own membership. The election shall be made by formal action of the ABC conducted with a roll call vote of those ABC Members present and participating in the election (assuming a quorum is present).
 - (B) **Vice-Chair.** At its Organizational Meeting and at every annual meeting thereafter, the ABC shall elect a member to be its Vice-Chair. The election shall be made by formal action of the ABC conducted with a roll call vote of those ABC Members present and participating in the election (assuming a quorum is present).

- (C) *Conduct of election.* The City Clerk, the City Clerk's designee, or the secretary of the ABC shall conduct the election of officers and, for that purpose, shall preside over the proceedings related to the election and serve as the temporary presiding officer.
- (2) Duties. While the specific duties of officers are contained in the ABC's bylaws, it is the general responsibility of the Chair and Vice-Chair to help plan, organize, and facilitate the work of the ABC, to advance its mission and goals, and to assure that its operations and activities are in compliance with all applicable laws, policies, rules, regulations, and standards. Without limiting the generality of the foregoing, or conflicting with the actual duties prescribed in an ABC's bylaws and rules, the Chair—with assistance from the Vice-Chair—is usually responsible for the following functions:
- (A) *Presiding officer.* The Chair is the ABC's presiding officer and, in that capacity, is recognized as the first among a body of equals who has specific responsibilities for planning and presiding over the meetings and other formal proceedings of the body. As presiding officer, the Chair's primary duty is to conduct each meeting in accordance with all applicable laws, policies, and procedures; to provide a fair forum for the consideration of matters submitted to the ABC; and to see that all matters are addressed in an orderly and efficient manner. The function of the Chair is to facilitate the work of the ABC. In this regard, the Chair sets the tone for each meeting and plays a leading role in helping the body achieve its objectives.
- (B) *Spokesperson.* When authorized by the ABC, the Chair is the usual spokesperson for the ABC and communicates its formal position, when required, with the City Council and Mayor, City Administration, partners and stakeholders, and others as permitted by the body's enabling legislation. When necessary, the Chair acts as the representative of the ABC in public events and functions. Staff assigned to support the ABC will assist the Chair by drafting correspondence and other communications for the Chair which relate to the work of the ABC and reflect its official actions.
- (C) *Connection with staff.* The Chair functions as the primary connection on behalf of the ABC with the department and staff assigned to support the ABC and its work. In this capacity, the Chair serves as a conduit to the department and staff on behalf of the ABC for the timely exchange of information, for the setting of priorities, to make and track assignments in support of ABC work, and to develop and finalize meeting agendas and similar matters. Neither the ABC Chair nor other ABC Members have supervisory authority over departments and/or staff.
- (D) *Other.* The Chair (and Vice-Chair) may have additional duties and responsibilities assigned by the bylaws or by formal action of the ABC. All ABC Officers have the same privileges, expectations, and duties as all other Members, including the ability to introduce business, to speak in debate, and to vote on all matters unless disqualified due to a conflict of interest or other legal reason.
- (E) *Transfer of Chair.*
- (i) In the absence or temporary inability of the Chair to perform the assigned duties and responsibilities, or whenever assigned either by the Chair or by formal action of the ABC, the Vice-Chair shall assume and perform the duties and responsibilities of the Chair.
- (ii) In the absence or temporary inability of both the Chair and Vice-Chair to perform the assigned duties and responsibilities, the secretary shall oversee the selection of a temporary chair by formal action of the ABC during any proper meeting of the body.
- (iii) If the individual who is elected as Chair is no longer a Member of the ABC for any reason, that office is declared vacant, and an election for a new Chair must be noticed and conducted. Pending the election of a new chair, the Vice-Chair shall assume and perform the duties and responsibilities of the office on a temporary basis. The Vice-Chair does not automatically assume the office of Chair on a permanent basis.
- (3) Officer Terms. Unless otherwise provided in its enabling legislation, the Chair and Vice-Chair of each ABC shall be elected by a majority of the ABC to serve a term of one (1) year and until their successors are elected, or until their terms as ABC Members may expire, whichever is first. There is no limit on the number of terms an individual ABC Member may serve as Chair, Vice-Chair, or other officer of an ABC unless that restriction is provided in its enabling legislation or bylaws.

- (4) Officer Training. The Office of City Clerk will develop and offer training to ABC chairs and vice-chairs that covers the essentials of facilitative leadership, effective meeting management, the basics of parliamentary procedure, and other relevant aspects of their leadership posts.

(c) **COMMITTEES AND WORKING GROUPS.** As stated in § 1.3, it is a fundamental principle that groups have and may exercise only the authority expressly delegated to them; they may not assume such authority. Unless authorized by law or its enabling legislation, committees or subcommittees of any Tier 3 or 4 ABC, of any kind or form, whether standing or special, permanent or temporary, may only be created with prior authorization of the City Council and Mayor.

- (1) If an ABC articulates a business need for a standing committee structure, that may be submitted as a formal request to amend the ABC's bylaws (*refer to § 5.2(a) of this manual*). Any such request shall include an analysis by the City Clerk identifying the operational impact if the request is authorized, similar to the required review prior to the creation of a new ABC (*refer to § 1.3(d)(3) of this manual*). If the request is authorized, the ABC's bylaws shall be amended to provide for each committee, its purpose, its creation, its membership, and other details.
- (2) Committees, subcommittees, or similar bodies authorized by the City Council are subject to the same requirements as the ABC, including the requirements of the Minnesota Open Meeting Law and/or applicable City policies regarding meeting notices, public accessibility, etc. Committees, subcommittees, and other subordinate bodies may take no independent action or exercise decision-making authority; they are only advisory to the ABC and must report their recommendations to the ABC for consideration and formal action. Committees and similar bodies must be composed of ABC Members and consisting of less than a quorum of the entire ABC.
- (3) Notwithstanding this restriction on the creation of standing committees, subcommittees, etc., any ABC may create working groups consisting of less than a quorum of its membership to address specific short-term issues or short-term tasks or projects. Work groups are not subject to requirements under the Minnesota Open Meeting Law. After reporting its findings or recommendations, or at the conclusion of six (6) months, whichever is first, the work group shall automatically expire. Working groups have no independent authority and may only make recommendations for consideration by the full ABC.
- (4) All committees, working groups, and other subordinate bodies must adhere to the ABC's bylaws and rules.

(d) **RELATIONSHIPS.** ABCs exist and operate within the City enterprise and under the City Charter. They do not exist in a vacuum. As a consequence, ABCs and ABC Members must navigate many relationships to be effective in their work. Some of those relationships are described here.

- (1) Mayor and City Council. Pursuant to the City Charter, the City of Minneapolis is organized under an Executive Mayor - Legislative Council structure in which the Mayor is the City's Chief Executive Officer and the City Council is the City's legislative and primary policy-making body. The vast majority of ABCs are created by formal acts of the City Council and Mayor, collaborating together. ABC Members are most often appointed by the City Council and Mayor as the City's Appointing Authorities (*see § 1.1(e) of this manual*). Furthermore, as the elected representatives of the people of Minneapolis, the City Council and Mayor have the ultimate responsibility for making decisions that affect the City and its many communities. That includes making decisions in response to, or based upon, the advice and recommendations of the City's ABCs. As stated in § 4.2(c) of this manual, except for those bodies classified in Tier 1, all ABCs report jointly to the City Council and Mayor. Thus, effective relationships among and between ABCs, ABC Members, the City Council, and Mayor are essential to productive ABC performance.

It is often helpful if ABC Members develop and maintain open, productive communication channels with the elected official(s) who nominated them for appointment; this is usually either the Mayor or a City Council Member. Note that the official Appointing Authority is frequently the City Council and Mayor (collectively); however, as individual elected officials, they make nominations to most of the City's ABCs. They appreciate having regular reports from their nominees about the work of the ABCs and updates both about good news items as well as any challenges or obstacles that may be confronting the ABC. Also, members might want to make a habit of regularly reviewing City Council and Council Committee agendas for issues of possible interest to the ABC. Be sure to check with those officials on their communication

preference for frequency, mode, and other factors. Taking advantage of these direct connections can be an advantage for the entire ABC.

- (2) ABC Officers. Each ABC has a Chair and Vice-Chair who are selected by ABC Members to plan, organize, and coordinate the ABC's work. As facilitative leaders, the Chair and Vice-Chair have a significant impact on the work plan and overall productivity of their ABCs. All ABC Members should get to know their Chair and Vice-Chair and establish effective working relationships with them. A key point to remember about group dynamics as they relate to ABCs: Respect for the Chair is respect for the ABC. ABC Members should do their best to assist the Chair in conducting productive meetings and in implementing the work plan of the ABC.
- (3) Other ABC Members. Each Member's success is dependent on their ability to collaborate productively with other Members of the ABC. As with many group situations, each ABC often succeeds or fails due to the degree of respect and cooperation amongst its Members and their ability to focus their collective energies on shared goals. All Members should keep the following points in mind as they get to know their fellow ABC Members:
 - (A) Be open and honest during interactions and work with other Members of the ABC.
 - (B) Show respect for other Members' expressed positions and viewpoints.
 - (C) Strive to minimize interpersonal conflict, whenever possible, by focusing discussions on shared goals and the overall mission of the ABC.
 - (D) Welcome new Members and help them to become acquainted with the work of the ABC.
- (4) Departments and Staff. As stated in § 3.2(c) of this manual, each ABC is supported in its work by a department in the City's Administration subject to the direction of the Mayor. Effective relationships with this department are critical to productive ABC performance. Two key individuals in each ABC's "home department" that are critical to the ABC's success are the department head and the assigned Staff Liaison. And while one department is usually designated a home department, every department in the City enterprise contributes to the work (and success) of the City's ABCs, either directly or indirectly. For example:
 - (A) *Office of City Clerk.* All ABCs and ABC Members interact and work with the Office of City Clerk because that office has primary responsibility for the City's Open Appointments Policy and appointment procedures and provides centralized direction and control for ABC operations, regardless of which City department is assigned to an ABC.
 - (B) *Office of City Attorney.* The Office of City Attorney functions as the City's legal department and provides legal services and support to all elected and appointed officials, departments, and boards and commissions. Some ABCs may have an Assistant City Attorney assigned to them who acts as the body's legal counsel and attends its meetings. Refer to § 8.4 of this manual for more details.
 - (C) *Management support.* Several departments provide essential management functions that enable the entire enterprise to operate; these include, but are not limited to, the Communications; Finance & Property Services; Human Resources; Information Technology; Neighborhood & Community Relations; and Race Equity, Inclusion & Belonging departments. Their work supports and contributes to the performance of all departments as well as all ABCs.
 - (D) *Enterprise direction and control.* The Mayor and the Mayor's Cabinet provide overall direction and control to the City enterprise, as stated in § 1.1(b)(2)(D) of this manual. While ABCs may have little direct contact or interaction with the Cabinet, their operations and work are significantly impacted by the Cabinet's control over all City departments.

For more details about departments and staff support, refer to Chapter 8 of this manual.

- (5) Other ABCs. While ABCs are established with defined subject-matter jurisdictions, there are overlapping interests between ABCs which exist naturally, or which may arise from time to time as the result of unplanned circumstances or opportunities. Having awareness of the City's myriad ABCs and their respective jurisdictions can open possibilities to collaborate or to leverage the shared attention and resources of multiple ABCs on strategic goals and issues identified by the City.
- (6) Community. ABCs have as a primary purpose the function of providing opportunities for the community to engage in the formal decision-making processes of the City. Thus, nurturing positive and effective relations

with the community should be of paramount interest to all ABCs and ABC Members. Effective service demands that the public be treated fairly, honestly, and with the utmost of courtesy. It is crucial for all ABC Members to maintain an open mind in deliberations and to consider all viewpoints expressed by the community before making a decision. Doing so not only will signal an interest in public participation, but will reward ABCs with information and perspectives that might not otherwise be presented or considered.

5.4. Operations.

(a) **ABC ANNUAL OPERATING CALENDAR.** The Office of City Clerk will prepare, distribute, and maintain an annual calendar identifying dates, actions or events, and other matters which apply to the City's ABCs, including the following:

- (1) Appointment cycles. Details about the City's appointment cycles, including recruitment campaigns and timelines for internal reviews and submission of nominations.
- (2) Orientation and trainings. Details about the City's enterprise orientation program and other ABC trainings.
- (3) Annual Meetings. Details about ABC annual meetings, election of ABC officers, adoption of meeting calendars, and other ABC organizational matters.
- (4) ABC Staff Liaisons Meetings and Trainings. Details about regular meetings and trainings for ABC Staff Liaisons planned and organized by the Office of City Clerk.
- (5) Mandated Filings. Details about mandated reports and related matters.

Refer to Exhibit D of this manual for a sample ABC Annual Operating Calendar.

(b) **USE OF PUBLIC RESOURCES.** The City of Minneapolis takes its stewardship over the use of public resources seriously. As such, and in accordance with state law, the use of public resources—including but not limited to funds, personnel, and other assets—is restricted to those which serve a public purpose. All ABCs are subject to the City's enterprise policies and procedures and must abide by them.

- (1) Public Purpose Doctrine. The State's public purpose doctrine derives from constitutional provisions which provide that taxes are levied and collected for public purposes; thus, public expenditures—which can encompass personnel, financing, facilities and other property assets, etc.—must serve a public purpose.
 - (A) Government purpose. The Minnesota Supreme Court has held that public purpose requires the following:
 - (i) The government activity benefits the community as a whole.
 - (ii) The government activity is directly related to official government functions, and
 - (iii) The government activity does not primarily benefit a private interest.

See Visina v. Freeman, 89 N.W.2d 635 (Minn. 1958).
 - (B) Authority. Additionally, there must be clear authority, either express or implied, for all expenditures of public money.
 - (C) The League of Minnesota Cities has developed a useful reference chart (Table 5) that helps to determine if an expenditure meets the State's public purpose doctrine.

TABLE 5. PUBLIC PURPOSE EXPENDITURE CHECKLIST
From League of Minnesota Cities – Public Purpose Expenditure Information Memo
(Published April 30, 2025)

Test	Answer	Public expenditure likely authorized	Public expenditure likely NOT authorized
1. Does a statute or charter provision specifically or implicitly authorize the specific expenditure?	YES	X	
	NO		X
2. Does the expenditure benefit the community as a whole?	YES	X	
	NO		X
3. Is the expenditure directly related to the functions of government?	YES	X	
	NO		X
4. Does the expenditure have as its primary objective the benefit of a private interest?	YES		X
	NO	X	

- (D) These points should be considered guidelines only; specific questions about the public purpose for any expenditure should be directed to the City Attorney's Office.

(c) **FINANCIAL RESOURCES.** Financial policies, procedures, and controls are managed by the City's Finance & Property Services Department.

- (1) **Budget.** Generally, any budget authority for an ABC, if allocated, would be included in funding appropriated to the department assigned to support the ABC. The department head is responsible for any such funding which may be appropriated to support an ABC. If funding is necessary to the effective operation of an ABC, it is the responsibility of the administering department to submit requests for such funding as part of the City's budget process.
- (2) **Business expenses eligible for reimbursement.** Unless provided otherwise in an ABC's enabling legislation, all ABC Members are appointed to serve in a voluntary capacity without compensation. In the rare event that an ABC Member must make an expenditure directly related to official work of the City and/or ABC, a reimbursement may be made in accordance with the City's financial policies for a legitimate business expense.
- (A) All expenses must be for a legitimate public purpose and based upon express or implied authority. *[Refer to Table 5 above.]*
- (B) Business expenses do not include expenses incurred for personal or private use or benefit, for purposes unrelated to the purpose and functions of municipal government, or for any political, campaign, fundraising, or charitable activities. The reimbursement of City funds that were improperly expended is not a defense and does not excuse the improper expenditure.
- (C) Business expenses are subject to established approval processes outlined in the City's financial and procurement policies.
- (D) These guidelines are only a summary of the requirements for expense reimbursement. Questions about business expenses and eligible reimbursements should be directed to the Finance & Property Services Department.

(d) **STAFF RESOURCES.** Each ABC's enabling legislation identifies a department that is assigned to support its operation, which includes staff resources. Details about staff support are provided in Chapter 8 of this manual.

CHAPTER 6: Meetings, Motions & Minutes

6.1. Necessity of Meetings.

The powers and duties delegated to each ABC are vested collectively in that body, not in any of its individual Members. It may exercise its powers and perform its duties only as a group. An ABC exists only during a duly noticed, properly convened meeting of at least a quorum of its Members. An ABC has no authority to function outside the structure of a meeting conducted in compliance with all applicable laws, policies, rules, and regulations. Thus, the necessity of meetings.

Refer to § 2.3 [Governing in the “Sunshine”] of this manual for the legal context of meetings of public bodies.

- (a) **PUBLIC MEETINGS.** Public bodies are created for the purpose of transacting the business of the public. Thus, the purpose of meetings of public bodies—which includes the City’s ABCs—is to transact public business in view of the public. All ABC meetings must be publicly noticed and conducted in a way that enables public observation. Many ABCs are subject to the requirements of the Minnesota Open Meeting Law [Minn. Stat., Ch. 13D]; for those ABCs not strictly subject to that law, the City has adopted similar provisions by policy [Ordinance No. 2023-054]. These legal and policy requirements are intended to protect the public’s right to be fully informed about meetings, actions, and decisions of ABCs. The City Clerk is the City official who has been delegated responsibility for administering City ABCs and for serving as Executive Secretary to all ABCs unless otherwise provided by the body’s enabling legislation and is responsible for ensuring that all meetings are properly noticed so that the public is able to attend and participate. Notice and open meeting requirements will be strictly enforced. In that capacity, to promote maximum accessibility and transparency in government processes and for the sake of providing a consistent and uniform standard, all City ABCs are strongly encouraged to follow the general notice and open meeting requirements of the Minnesota Open Meeting Law, whether or not the body is strictly subject to its regulation.
- (b) **REGULARITY.** The practical outcome of the application of the Minnesota Open Meeting Law and the City’s similar policy requirements, described above, is a regularity in the scheduling, noticing, and conduct of ABC meetings and the transaction of ABC business.
 - (1) **Scheduling and meeting calendar.** Every ABC is required to adopt an annual schedule (or calendar) of its regular meetings and to file that schedule with the Office of City Clerk. That schedule must be adopted by formal action of the ABC prior to the end of a year to be effective in the next calendar year. Thus, every City ABC must adopt its calendar of regular meetings no later than December for the next calendar year. The Office of City Clerk is responsible for posting and providing public access to a master calendar of all public meetings of the City Council, its Committees, and of all City ABCs, which is done through the City’s Legislative Information Management System (LIMS), accessible from the City’s website at lims.minneapolismn.gov. If an ABC needs to conduct a special meeting in addition to its adopted schedule of regular meetings, notice of the date, time, and location of such special meeting and the subjects or topics to be considered must be provided in a manner directed by the City Clerk.
 - (2) **Date, time, and location of regular meetings.** Every ABC is required to set a schedule of its regular meetings, which should include a consistent date and time each month and must conduct regular meetings at its regular meeting location. This creates predictability for ABC Members, staff, and the public. Any deviation in the date, time, or location of a regular meeting requires the same notice as required for a special meeting (and is subject to all restrictions applicable to special meetings). ABC meetings are restricted to government owned or leased facilities that comply with accessibility requirements pursuant to the Americans with Disabilities Act. Questions or concerns about facilities allowed for ABC meetings should be addressed to the Office of City Clerk.
 - (3) **Regular order of business.** An established order of business provides structure for ABC meetings, helps to promote consistency and predictability in proceedings, helps ABC Members and staff prepare for and manage time during meetings, and provides the public advanced notice of the particular matters to be considered during the course of a meeting (and in what sequence). Referring to the established order of business, an agenda for each specific meeting can be prepared. For this reason, ABC meetings shall be organized and conducted according to an order of business incorporated in the standard bylaws and/or rules for ABCs approved by the City Council and Mayor, or as modified or amended with approval from the City Council and Mayor.

(c) **ATTENDANCE.**

- (1) Member Attendance. Under Minneapolis Code of Ordinances § 10.70(e), Member attendance is expected, recorded, and reported. Attendance is necessary to the proper function of the ABC, and all Members should endeavor to attend all meetings. Reports of attendance shall be monitored by the City Clerk. If a Member is consecutively absent from a number of meetings that is greater than one-third (1/3) of the ABC's regular meetings in a calendar year (January to December), not including any leave of absence required by ordinance, then the City Clerk shall notify the Appointing Authority and the Appointing Authority may take appropriate action, up to and including removal of the Member, if not otherwise prohibited by law.
- (2) Staff. Staff assigned to support the ABC shall attend its meetings and support its work. As necessary, staff will assist Members by delivering or distributing agendas, papers and other materials; relaying messages; and other tasks. No one who is not an ABC Member or staff to the ABC shall be seated at the dais or table during the meeting nor shall any person approach the dais or table during the meeting. Persons who may be seated at the table generally include representatives from the Office of City Clerk, the departmental Staff Liaison, and representatives from the Office of City Attorney (when applicable).

6.2. Types of Meetings.

(a) **DEFINITIONS.** The Minnesota Open Meeting Law recognizes the following types of meetings.

- (1) Regular Meeting. A gathering of at least a quorum of the body's membership on a recurring basis for the purpose of receiving information, discussing issues, or making decisions that relate to the official business of that body. Regular meetings are set by the adoption of a schedule identifying the date, time, and location of each regular meeting for the year which must be on file at the body's primary office and made available to the public upon request. For City ABCs, the adopted schedule (calendar) of regular meetings must be filed with the Office of City Clerk (the primary office). The Office of City Clerk publishes the calendar of all regular meetings—as well as all other types of meetings—via the City's Legislative Information Management System (LIMS) accessible from the City's website at lms.minneapolismn.gov.

NOTE: The majority of ABC meetings will be "regular" meetings, as defined by the law. The Executive Secretary requires that (1) a full year's calendar of all regular meetings be adopted and made available to the public and (2) that the date, time, and location be included as part of that calendar. The purpose is to establish a predictable schedule for the benefit of the public, not ABC Members or staff. If an ABC finds itself needing to conduct a number of special or other types of meetings, it may indicate a problem with the administration of the body.

- (2) Special Meeting. A gathering of at least a quorum of the body's membership outside of and in addition to its adopted schedule of regular meetings. A special meeting requires a minimum notice period of at least three (3) days unless a different period is established by applicable law. Only business included in the notice of the special meeting may be considered, discussed, or transacted. Generally, any meetings that are not regular meetings included in the adopted schedule are classified as "special" meetings and are subject to the requirements and restrictions imposed by law for calling and conducting a special meeting. Any change in the schedule of a regular meeting generally requires the same notice provisions as a special meeting.
 - (A) The ABC Chair may call a special meeting. To do so, the ABC Chair must inform the secretary and Staff Liaison of the date, time, location of the special meeting, and the subject(s) to be considered. The notice must be issued to the public no less than three (3) days in advance of the date of the special meeting.
 - (B) In the absence of the ABC Chair, and when matters are urgent and require the attention of the ABC that cannot be delayed until the next regular meeting of the ABC, then the ABC Vice-Chair may call a special meeting.

- (3) Recessed or Continued (Adjourned) Meeting. A continuation of any meeting to a specified later date, time, and place. It is essentially a continuation of the prior meeting. No additional notice is required if the details of the adjourned meeting—the date, time, and location—were established during the previous meeting and included in the record of that meeting; otherwise, the notice requirements for a special meeting would generally apply.
- (4) Closed Meeting. A meeting closed to the public for a very limited number of exceptions provided in the Minnesota Open Meeting Law. A closed meeting must begin in open (public) session and then be closed upon a motion duly made, seconded, and carried, the purpose for which is recorded in the record. The notice requirements for a closed meeting match those for other meetings of similar character. A closed meeting can be a part or portion of any meeting. No final action or decision may be taken in a closed meeting but must be done in open session. The proceedings in a closed meeting are confidential and must not be disclosed to respect the confidential nature of a closed session. It is highly unlikely that an ABC would have need or a legal basis to conduct a closed meeting. Any questions or concerns in that regard should be addressed to the Office of City Clerk. Absolutely no closed meeting may be conducted without the prior approval and the presence throughout of an attorney from the Office of City Attorney.
- (5) Meetings using Interactive Technology (Online or Hybrid Varieties). Minnesota law provides for public meetings to be conducted utilizing “interactive technology” under limited circumstances; this is sometimes referred to as an online or hybrid meeting. The term *interactive technology* is defined in statute as “a device, software program, or other application that allows individuals in different physical locations to see and hear one another.” [Minn. Stat. § 13D.001]. Using this definition, popular applications such as Microsoft Teams, Zoom, WebEx, and other programs with integrated audio and video components likely satisfy this requirement. There are two types of meetings using interactive technology recognized by the Minnesota Open Meeting Law.
 - (A) *Hybrid meetings.* Meetings that may be conducted using interactive technology pursuant to Minn. Stat. § 13D.02. A city may opt to conduct public meetings using interactive technology only if all of the following requirements are satisfied. Before any ABC organizes a meeting using interactive technology, the Office of City Clerk should be consulted to assure compliance with all requirements.
 - (i) The notice of any meeting of a public body using interactive technology to enable one or more of its members to participate remotely must identify the body’s regular meeting location and that members may participate using interactive technology;
 - (ii) At least one member must be physically present at the body’s regular meeting location;

NOTE: The law does not allow for a meeting where all members participate remotely using interactive technology; the law mandates at least one (1) member be physically present at the regular meeting location.
 - (iii) Regardless of their physical location, all ABC Members must be able to hear and to see each other as well as all discussion and testimony presented throughout the meeting;

NOTE: This differs from the statutory requirements for a meeting using interactive technology due to pandemic or declared emergency [Minn. Stat. § 13D.021, subd. 1(2)]. This statutory requirement means all audio and visual aspects of the meeting must be activated at all times throughout the entire meeting.
 - (iv) The regular meeting location must be open and accessible to the general public;
 - (v) All members of the public who are present at the body’s regular meeting location must be able to hear and to see all discussion, testimony, and votes of all members of the body;
 - (vi) The public must be able to monitor the meeting from a remote location to the extent practical. The meeting notice should provide the public with all the information needed to monitor the meeting, including meeting links and/or remote access codes, as applicable;

(vii) All votes must be conducted by roll call so that each vote by each member of the body can be identified and recorded; and

(viii) The minutes of the meeting must reflect the names of any members of the body who participated by interactive technology and state the reason or reasons for such remote participation using interactive technology.

(B) Meetings may be conducted using interactive technology pursuant to Minn. Stat. § 13D.021 only in response to a declared state of emergency or a health pandemic. This statutory provision may not be invoked merely for the convenience of the government agency, department, or board or commission subject to regulation under the Minnesota Open Meeting Law. No City ABC may use this statutory provision without prior consultation with and express, written approval from the Office of City Attorney.

(b) **NOTICE REQUIREMENTS.** The Minnesota Open Meeting Law requires bodies subject to its regulation to provide advance public notice of any meetings, and the specific notice requirements depend upon the type of meeting.

(1) Regular Meetings. Notice requirements for regular meetings are satisfied with the adoption and publication of a schedule (calendar) of the dates, times, and location(s) of such meetings. No further notice is required, but the schedule must be maintained at the primary office and made available to the public. Any change in the adopted schedule of regular meetings—that is, to change or adjust the timing of a regular meeting previously announced with the adoption of the adopted schedule of regular meetings—requires that notice required for a special meeting be given.

(2) Special Meetings. Absent specific statutory requirements, the minimum required notice period for a special meeting is three (3) days. In addition to posting notice, the City must mail or deliver the notice for a special meeting to any person who has filed a request for such notices. Notice to these individuals must be mailed or delivered at least three (3) days before the meeting.

(3) Calculating Dates. In calculating the number of days included in a notice, state law provides that the first day the notice is given should not be counted but the last day should be. However, if the last day is a Saturday, Sunday, or legal holiday, then that day is omitted from the calculation and the following day is considered the last day of the notice.

(4) Rescheduling or cancelling meetings. Meetings of public bodies are for the purpose of conducting public business. A regular meeting cycle creates a dependable, predictable process for all participants and stakeholders, including the general public. Any deviation from the adopted schedule of regular meetings must be noticed and processed as a special meeting. Thus, City policy is that rescheduling or cancelling meetings should be avoided to the greatest degree possible and that special meetings should not be used to replace regular meetings.

(5) Holidays and restrictions on dates and times for public meetings. To avoid conflicts with legally recognized holidays, election activities, and other days of significance to the community, the City Council has identified dates when no public-facing meetings, events, or activities are to be conducted. These dates are included on the adopted annual schedule of regular meetings for the City Council and its Committees and are available from the Office of City Clerk and also included on the City's website. All City ABCs are expected to observe these dates of special significance and to not schedule or conduct public-facing meetings, events, or activities on those dates.

(c) **QUORUM.** The term *quorum* refers to the minimum number of Members that must be present to constitute a legal meeting. No actions or decisions may be taken in the absence of a quorum. The quorum of a public body is usually defined in its enabling legislation. Unless prescribed otherwise by its enabling legislation, the quorum of a body is usually a majority of its total membership.

(1) Absence of quorum. A gathering of members less than a quorum does not constitute a legal meeting; any attempt to take action or make a decision on behalf of the body in the absence of a quorum is invalid.

(2) Lack of Quorum. If a quorum is not achieved within ten (10) minutes of the posted time for the start of a meeting, the meeting should be adjourned. The secretary should record the names of ABC Members who

are present and those who are absent, record the lack of a quorum, and indicate that the meeting adjourned. All business is automatically carried forward to the next regular meeting.

- (3) Loss of quorum. If a quorum is lost during a meeting, the body must recess until a quorum is regained. No formal action or decision may be made while the meeting lacks a quorum. If a quorum cannot be achieved within ten (10) minutes, the meeting should adjourn. All remaining unfinished business is automatically carried forward to the next regular meeting.
- (4) In the absence of a quorum, a body may only take the following actions:
 - (A) Recess to take measures to obtain a quorum.
 - (B) Adjourn.

6.3. Public Access, Accommodations & Participation.

- (a) **MEETING AS A LIMITED PUBLIC FORUM.** ABC open meetings are considered a “limited public forum,” which means that the government can regulate the time, place, and manner of speech; however, any regulation must be viewpoint neutral and generally must be content-neutral (e.g., applies to all expression without regard to the substance or message of the expression). Government may restrict content-neutral speech as long as the restriction is narrowly tailored and leaves open alternative avenues of expression. The policy intent behind such regulations is to prevent disruption or interference in the orderly conduct of the government’s business.
- (b) **PUBLIC ACCESS & ACCOMMODATIONS.** The Minnesota Open Meeting Law and the City’s public meeting policy [Ordinance No. 2023-054] require that ABC meetings be open to the public for the purpose of observation. And, per the City’s ordinance, ABC meetings must also be fully accessible under the standards of the Americans with Disabilities Act (ADA). Title II of the ADA, as well as other federal and state laws, prohibit a public entity (including local governments, like the City of Minneapolis) from excluding or discriminating against persons with disabilities from participation in, or the ability to enjoy the benefits of, the public entity’s services, programs, or activities. To support the full engagement of all persons, including those with disabilities, ABC staff should keep in mind the following:
 - (1) Accessibility to meeting notices. City communications, including meeting notices, should be equally effective for persons with disabilities. Upon request, the City must provide a reasonable accommodation that makes notices and details about public meetings available to persons with disabilities.
 - (2) Accessibility of meeting locations. Pursuant to MCO § 10.100(f), all ABC meetings must be held at facilities that are owned or leased by the government and in locations that are accessible as required under the federal ADA. To achieve accessibility for all, staff should be mindful of the locations in which meetings are scheduled, including considerations such as whether there are accessible and barrier-free entrances, pathways, and doorways; accessible parking, ramps, and restrooms, and more. Please engage with the City’s ADA Coordinator in NCR with any specific questions about the suitability of a potential meeting location. ABC Staff Liaisons also should be aware of any meeting matters or specific agenda items which may prompt additional or special interest in accessibility or the need for accommodations for persons with disabilities as part of advanced preparations for public meetings.
 - (3) Accessibility of meeting processes, including materials. City communications, including the ability to observe meetings, should be equally effective for persons with disabilities. Upon request, the City provides reasonable accommodations to make meetings accessible, which may include aids such as assistive listening devices, provision of interpreters, or the alternative production of meeting materials. If staff receives a request for reasonable accommodation, staff should engage with the City’s ADA coordinator in NCR regarding the appropriate response. It is important to keep in mind that the majority of meeting materials—including but not limited to notices, agendas, and reports—are posted online for the broadest public accessibility; however, this electronic presentation of materials can itself create barriers. The City’s web content guidelines strive to reduce these barriers and all staff posting materials online should be familiar with and follow these guidelines and check regularly for updates to the same.
 - (4) Request for accommodation. The City requests individuals who require an accommodation submit a formal request at least five (5) business days in advance of the meeting or event. Upon receipt of any request, an analysis will be completed to determine, on a case-by-case basis, the appropriate method to provide an accommodation. Although primary consideration should go to the individual’s preferred accommodation,

when that accommodation is not available, an alternative accommodation may be offered by the City. Reasonable attempts will be made to provide reasonable accommodation(s), even on short notice.

- (5) Member accommodation. ABC Members who believe they require reasonable accommodation to participate in the ABC and its meetings should make a request to the ABC Staff Liaison. Requests will be reviewed and accommodations determined on an individualized basis.
- (6) Point of contact. The ABC Staff Liaison supporting the specific ABC is the designated point of contact for requests for reasonable accommodation from both the public and ABC Members. The ABC Staff Liaison should contact the Office of City Clerk to discuss and resolve any concerns or challenges about accessibility. The Clerk's Office will engage the Office of City Attorney, as necessary, to assure that the City conforms with the requirements of the law.
- (7) Limitation on accommodations. The City of Minneapolis provides reasonable accommodations for meetings, events, and activities that are conducted or sponsored by the City; however, it does not make arrangements for nor provide accommodations for meetings, events, and activities that are conducted or sponsored by other groups.

(c) PUBLIC OBSERVATION & DECORUM.

- (1) Right of observation. The Minnesota Open Meeting Law and City ordinance do not provide a right for individuals to participate in public meetings or to engage in the formal deliberations and proceedings at such meetings; rather, the rights of the public are to attend and observe. Where an applicable law mandates the public be given the right to participate, then the City, and its ABCs, must and shall comply with those requirements, including any specific requirements for notice or means of participation as well as any reasonable accommodations that may be required to permit all interested persons to participate.
- (2) Expectations for decorum. The importance of providing a neutral, respectful forum is essential to a well-functioning deliberative body, with modern parliamentary authorities providing extensive rules about topics of decorum. ABC meetings should be conducted in a professional and respectful manner that enables the orderly conduct of business and permits public observation, as required by law, and/or public participation when required. All persons attending ABC meetings must conduct themselves in a manner that does not disrupt, interfere with, or disturb the proceedings; does not interfere with the ability of others to observe and, when allowed, to participate; and which does not provoke or cause fear of intimidation, threats, or actual violence. The general expectations for public decorum include:
 - (A) Members of the public may only speak during ABC meetings when allowed and only after being recognized by the presiding officer. Public comments or testimony must be addressed to the presiding officer and not to other ABC Members, staff, or anyone else in attendance.
 - (B) Public comments or testimony should avoid personal attacks or accusations, profanity, or other content inappropriate for a public meeting.
 - (C) Holding, displaying, or placing banners, signs, objects, or other materials in any way that endangers others, prevents the free flow of individuals within the meeting space, or which obstructs or prevents the viewing of the meeting by others is strictly prohibited.
 - (D) Audible demonstrations of approval or disapproval should be avoided, especially where such conduct could be construed as being intimidating, harassing, or threatening to others. The meeting is a neutral forum for the expression of all perspectives, viewpoints, and opinions.
 - (E) Intimidating behaviors, threats of hostility, or actual violence are absolutely prohibited.
- (3) The presiding officer shall request any person(s) who disrupt, interfere with, or disturb the orderly conduct of a meeting to cease the conduct and, as necessary, shall issue an oral warning to the individual(s) found to be in violation. If the individual(s) persists in disrupting, interfering with, or disturbing the meeting, the presiding officer may request the individual(s) to leave the meeting or, under appropriate circumstances, temporarily clear the gallery or recess the meeting until order is restored.
- (4) Public comment. When public comment is permitted either by law or rule, the ABC may specify when comments are to be made, limit the time available to each speaker, and confine the topic of comments to

those matters that are before the body. However, the ABC may not limit the content of the comments or treat speakers differently based upon the content of the comments or the viewpoints expressed.

(d) MEETING BROADCASTS AND ACKNOWLEDGMENT OF RECORDING.

- (1) The City of Minneapolis provides gavel-to-gavel broadcast coverage of a select number of ABC meetings, primarily those ABCs classified in Tier 1 and Tier 2 (but not all of those bodies). Broadcasts are carried live via cable television and streamed from the City's website. Re-broadcasts of those meetings are subsequently produced by a set schedule and are available for on-demand viewing or replay from the City's YouTube channel. These meeting broadcasts are produced by the City's Communications Department. Broadcasts include captioning to further increase their accessibility.
- (2) Members of the public who attend broadcast meetings and may participate through the presentation of testimony or comments as part of those meetings are deemed to have granted permission to the City of Minneapolis to record, televise, and broadcast their presence and any testimony or comment they may make.
- (3) Every meeting agenda shall include a notification that the meeting may be recorded and photographed and that persons who attend and/or speak consent to their presence and participation being broadcast and re-broadcast.

(e) ACKNOWLEDGMENT OF RECORDING.

- (1) ABC meetings may be audio recorded to aid in the production of minutes. Members of the public who attend such meetings and especially those who may participate through the presentation of testimony or comments as part of those meetings are deemed to have granted permission to the City of Minneapolis to record their presence and any testimony or comment they may make.
- (2) Every meeting agenda shall include a notification that the meeting may be recorded and photographed and that persons who attend and/or speak consent to recording and photography.

(f) FILMING, PHOTOGRAPHY, AND RECORDINGS OF MEETINGS. Filming, photography, and recording of public meetings by members of the public or by organizations is permitted and shall not be discouraged. However, for the safety of all the following shall be observed:

- (1) The use of cameras and recording devices shall be allowed in a manner that does not negatively impact or interfere with the accessibility and security of the meeting, ingress and egress to the meeting room or space, visual sight lines, or the ability of attendees to observe the proceedings.
- (2) Cameras may not be set up on tripods or stands since that can create a tripping hazard for other meeting attendees unless space is set aside specifically for such equipment within the designated meeting room or space. Under no circumstances may a camera or other equipment be arranged or set up nor may any act of filming, photographing, or recording be performed in a manner that impedes or blocks an aisle or doorway, which could be a violation of the requirements of lawful fire safety codes.
- (3) In order to avoid distracting, disrupting, intimidating, or creating potential safety concern(s) for individuals, no act of filming, photographing, or recording shall be done within five (5) feet of the dais or table(s) where the ABC is seated and no closer than the front row of seats provided for the public and not within five (5) feet of the podium or other spot designated for members of the public to address the ABC.

(g) PUBLIC HEARINGS AND PUBLIC COMMENT PERIODS.

- (1) Public hearings. A public hearing is a meeting or portion of a meeting which, subject to the requirements of applicable law, permits the public to testify upon a specific subject before the body (ABC). A public hearing is subject to the same notice requirements as the underlying type of meeting or the specific notice requirements according to law based on the subject matter, generally whichever is greater.
- (2) Public comment periods and other participatory forums. A public comment period is a meeting or portion of a meeting which allows the public to comment upon a specific subject matter (or subject matters) before the body (ABC). A public comment period is scheduled at the discretion of the body and is subject to the same notice requirements as the underlying meeting type.

- (A) In Minneapolis, the distinction between a public hearing and a public comment period is this:
 - (i) A public hearing is conducted when required by law or applicable policies and the type of meeting and the specific subject matter dictate the requirements for the notice that must be given. There may be additional requirements dictated by state law, charter, or ordinance related to content, record-keeping, timelines for decision-making, etc., associated with a public hearing.
 - (ii) A public comment period is conducted at the discretion of the body; thus, it is a permissive function and not a requirement under applicable laws. As such, public comment periods are more flexible in both construction and conduct. A public comment period never substitutes for a public hearing.
- (B) A public comment session may be repurposed as a listening session or other type of forum where the primary purpose is to engage the community and provide a structured opportunity for the public to participate in the proceedings by offering comment, both in person and by writing and other means.
- (3) Reasonable restrictions on time and topic. The City may impose reasonable restrictions, within the law, on active public participation to maintain order and to secure a fair process for all participants for public hearings, comment periods, and other such forums. These restrictions are usually confined to time and topic, described below.
 - (A) Limiting time. The City may limit the amount of time allocated to a hearing or comment period overall or to the individual speakers participating in a hearing or comment period, unless otherwise required by applicable law. Any time limitations imposed on public comments must be uniformly applied to all persons. The City also may establish rules or guidelines that must be observed by speakers and participants to assure a fair, impartial, and orderly process.
 - (B) Limiting topic. The City may limit the scope of a hearing or comment period to a specific topic and restrict speakers and participants to only that topic. Some limitations on topic include:
 - (i) Limiting public comment to items of interest that are within the ABC's jurisdiction. This is usually accomplished by providing a general public comment forum as a standing agenda item at every regular meeting. During the general public comment forum, a member of the public may comment on any matter that is within the ABC's jurisdiction which is not already an agenda item for that meeting.
 - (ii) Limiting public comment to the subject matter of specific agenda items.
 - (iii) The City (and ABC) may not restrict comments that are criticisms of its priorities, policies, and programs or of its acts or omissions or otherwise restrict comments or speakers based upon the views or identity of the speaker or the views being expressed.
 - (C) Any questions or concerns about the conduct of hearings or comment periods, restrictions on time or topic, and similar matters should be addressed to the Office of City Attorney.

6.4. Order of Business.

The term *Order of Business* has two related meanings. First, it refers to the general categories of business on the agenda. For example, the Call to Order, the Consent Agenda, the Discussion Agenda, etc., are all "orders" as that term is understood in parliamentary procedure. Second, it also refers to each of the individual items within each of those categories on the agenda. Simply put, an "order" is an agenda item and also the big-bucket categories under which various agenda items are grouped.

- (a) **GENERAL ORDER – REGULAR MEETINGS.** While the specific Order of Business for each ABC may be prescribed in its rules, a common structure for ABC meetings is as follows.
 - (1) Call to Order.
 - (A) *Roll Call.* The roll of Members is called to establish evidence of a quorum.
 - (B) *Adoption of the Agenda.* Any amendments to the agenda should be made prior to its adoption. Once adopted, the agenda may only be amended by a two-thirds affirmative vote.

- (C) Acceptance of Minutes. The first item of business for a regular meeting is acceptance of the minutes of the previous meeting(s). The minutes of a meeting shall be considered to have been accepted if an ABC fails to do so by formal action within 60 days of their presentation.
- (2) Reports. This agenda category is used to accept reports from the Chair and other officers, committees, and staff.
- (3) Consent Agenda. This agenda category helps to expedite the transaction of routine business by bundling multiple items under a single motion and vote. Generally, items on the Consent Agenda are considered routine and non-controversial and do not require discussion or follow-up. Using a Consent Agenda helps to streamline the meeting by limiting time spent on relatively minor items so that the ABC can focus its collective time and energy on more significant and substantive matters. Any item can be removed from the Consent Agenda and transferred to a different agenda category by request of a Member or by direction of the body.
- (4) Discussion Agenda. This agenda category includes the substantive and/or substantial items expected to elicit discussion by ABC Members and which may be of interest to the public.
- (5) Adjournment. When all business is concluded, the adoption of this motion ends the meeting. It is acceptable for the Chair to adjourn the meeting without a motion if a timely objection is not raised.
- (b) **SPECIAL MEETINGS.** The Order of Business for special or other types of meetings is generally determined by the presiding officer in consultation with staff with the goal of making the best use of the body's collective time.
- (c) **DEPARTURE FROM ORDER.** Without objection, the presiding officer may re-order any agenda item within the prescribed Order of Business or may temporarily set aside an agenda item for action later in the meeting for the convenience of the body.

6.5. Agendas.

- (a) **DEFINITION AND PURPOSE.** The term *agenda* is a Latin word that, roughly translated, means "things to be done." With respect to the things to be done, a well-planned agenda serves multiple purposes, some of the most significant of which include the following.
 - (1) Notice. An agenda serves as a further form of notice of the various matters known or anticipated to be introduced, discussed, or acted upon during a particular meeting. For this reason, every agenda must—
 - (A) Specify the date, time, and location of the meeting and include a brief, general description of each agenda item to be considered that is sufficient to enable the public to know what matters may be discussed and transacted at the meeting.
 - (B) Be posted and made available to the public via LIMS two (2) business days prior to the date of the meeting. In all cases, the agenda shall be published no later than 24 hours prior to the meeting or the meeting must be cancelled.

Complying with these requirements provides ABC Members, staff, and the public with information so that they can sufficiently prepare for the meeting.
 - (2) Structural guide. The agenda provides a framework or plan for the conduct of a meeting by clearly identifying all matters to be considered. It focuses the collective attention of all participants (ABC Members, staff, and public), and it prescribes the order in which topics will be presented. ABCs may wish to allocate a set time for each order of business or even each agenda item in order to manage the body's time to the greatest degree possible. Each Member has the right to have the adopted agenda followed, which can be enforced by the motion Call for the Orders of the Day as prescribed by *Robert's Rules of Order, Newly Revised*.
 - (3) Tone. Appropriately planned and prepared, the agenda helps to set the proper tone for the meeting and the outcomes to be achieved. Experience has shown that agendas help focus participants in ways verbal guidance alone cannot, including depersonalizing discussion by focusing on proposals and not personalities. With an agenda, all participants have a written reminder of the things to be done, allowing the body, with leadership from its presiding officer, to drive discussion on all items toward conclusion within the

parameters of the meeting, including any time set aside specifically for discussion, consideration, and action.

- (b) **PUBLIC ACCESS.** The Minnesota Open Meeting Law does not require that an agenda be produced for a meeting of a public body subject to its regulation (although City policy may require an agenda). However, if an agenda is prepared, the law requires that at least one (1) copy of the agenda be available to the public, as well as copies of any materials connected to agenda items that were distributed to ABC Members, whether distributed prior to or during the meeting. This requirement does not apply to materials classified by law as not-public data or to materials related to items that are discussed in a closed meeting. To assure compliance with these legal requirements, the designated Staff Liaison or secretary is responsible for having at least one (1) printed copy of the full agenda packet and all agenda-related materials (excluding data classified as not public) available for public inspection during each ABC meeting. This includes agenda materials distributed to members during the meeting.
- (c) **AGENDA PRODUCTION.** The production, publication, and posting of meeting agendas generally follows the following process.
- (1) Placing items on the agenda. The ABC's Staff Liaison is generally responsible for coordinating the production of agendas, including receiving, drafting, and arranging for final review and approval. Items may be placed on the agenda in the following ways.
- (A) *ABC Member.* Any ABC Member may request that an item be placed on the agenda by notifying the ABC's presiding officer and the designated Staff Liaison or secretary as early as possible in advance of the meeting and submitting the item in writing no less than ten (10) days prior to the date set for the meeting.
- (B) *City Council and/or Mayor.* Referrals on matters within the ABC's subject-matter jurisdiction may be made by the City Council and/or Mayor in writing transmitted via the Office of City Clerk.
- (C) *Administration.* The City's Administration (primarily the department supporting the ABC) may submit agenda items by notifying the presiding officer, secretary, and designated Staff Liaison as early as possible in advance of the meeting and submitting the items in writing no less than ten (10) days prior to the date of the meeting. The Administration, inclusive of all its departments, shall endeavor to provide clear, concise, and complete information to ABCs in their reports and other agenda-related materials. Refer to § 6.6 in this chapter for details about staff agenda reports.
- (D) *Other.* Entities, agencies, and organizations external to the City of Minneapolis, including members of the community, may suggest an agenda item through any of the other identified sources, listed above.
- (2) Agenda item submittal form. The ABC may use a standard agenda item submittal form to standardize the submission and presentation of matters. The Office of City Clerk shall make a template form available to all ABCs for this purpose and train ABC Staff Liaisons on the use of this form. The purpose of the form is to condense key issues of an agenda item into a consistent briefing memo format so that ABC Members can make informed decisions during meetings on matters presented for their consideration.
- Refer to Exhibit E for the Agenda Item Submittal Form.*
- (3) Agenda titles. Agenda titles should fully describe the proposal, issue, or requested action in a manner which informs the average layperson of the matter to be considered. Broadly, an agenda title should address the "Five Ws" used in journalism and research; that is: Who, What, When, Where, Why, as well as the critical issue in the public sector, How Much. Addressing these in the agenda title helps answer most of the basic questions a resident might have about an agenda item.
- (4) Agenda authority of the presiding officer. Subject to the ABC's bylaws and rules, the body's presiding officer (chair) is delegated limited authority to oversee the production of meeting agendas. The chair shall partner with the secretary and designated Staff Liaison in the agenda production process to assure the proper placement of all agenda items in the correct Order of Business; to assure all required information, including briefing materials, are secured and will be distributed with the final agenda; to verify all notices have been issued; and to take other actions necessary to prepare for each meeting.

- (5) Required agenda notices. Every agenda must include the following notices and disclaimers:

Legal notices

This is a public meeting. It may be recorded and photographed. Video may be published online. If you attend this meeting, your image may be visible in meeting video or photographs. If you participate in this meeting, the information you provide is public data under the Minnesota Government Data Practices Act. This includes, but is not limited to:

- Your attendance
- Your name and other details about yourself that you choose to provide
- Your comments at the meeting, whether formal or otherwise
- Any written submissions you provide which are included in the meeting record

A portion of this meeting may be closed to the public pursuant to MN Statutes Section 13D.03 or 13D.05.

For reasonable accommodations or alternative formats, or to report captioning issues, please contact <<INSERT CONTACT DETAILS>>. If you need an American Sign Language (ASL) or other language interpreter, please make this request at least 5 business days prior to the meeting. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab, hu 311. Hadii aad caawimaad u baahantahay, wac 311.

- (6) Late additions – Addenda.

- (A) Agenda items or agenda-related materials submitted after the submission deadline will not be added without the prior consent of the ABC Chair.
- (B) Agenda items or agenda-related materials submitted after the meeting agenda has been posted for public access in LIMS will not be added to the agenda and will not be uploaded in LIMS prior to the meeting. Refer to (7), below, for details about late agenda submissions.
- (C) Agenda items or agenda-related materials submitted at the meeting will be added to the agenda and uploaded in LIMS after the meeting adjourns as part of the marked agenda.

- (7) Posting deadline. All public meeting agendas should be posted for public notice and access purposes in LIMS at least two (2) business days prior to the date of the meeting. In all cases, the agenda for a public meeting must be posted no later than 24 hours prior to the meeting, or the meeting must be cancelled. Posting of agendas is separate from the statutory requirement for notice of meetings; refer to § 6.2(b) of this chapter.

- (8) Agenda distribution policy. In keeping with the City's Zero Waste Plan, meeting agendas shall be distributed via email to ABC Members and made accessible to the public from the City's Legislative Information Management System (LIMS) via the City website. Printed agendas and agenda packets shall be made available for public reference, as required by the Minnesota Open Meeting Law [Minn. Stat. § 13D.01, subd. 6], during ABC meetings. The City shall make efforts to reduce or eliminate unnecessary printing production and paper waste when not required by law.

- (d) **MARKED AGENDA.** A marked agenda is produced for each public meeting within no less than 24 hours after it has adjourned. The marked agenda shows those members who were in attendance and all actions taken and the final disposition of each item on the agenda for a specific meeting. The marked agenda is posted for public access via the City's Legislative Information Management System [LIMS].

6.6. Transacting Business.

- (a) **HIERARCHY OF APPLICABLE LAWS.** ABCs operate within a legal framework, generally described in Chapter 2 of this manual [see §§ 2.2 and 2.3.]. Within that framework, the applicable laws, policies, rules, etc., that govern the operation of ABCs are ranked in terms of authority, shown below.

- (1) Minnesota Constitution and Laws.
- (2) Minneapolis City Charter.
- (3) Minneapolis Code of Ordinances.

- (4) Official Acts of the City of Minneapolis, including the enabling legislation creating an ABC.
- (5) ABC Bylaws.
- (6) ABC Rules.
- (7) ABC Operations Manual (ABC operating policies and procedures) (this manual).

(b) EQUALITY OF MEMBERS. Under the principles of parliamentary law, all ABC Members are equal; that is, they all have and share the same privileges and responsibilities. These include the following:

- (1) All Members present and participating in meetings have the privilege to make or second motions.
- (2) All Members present and participating in meetings have the privilege of participating in the ABC's discussions, subject to the rules of debate.
- (3) All Members present and participating in meetings have the privilege to seek clarification on motions in order to make informed decisions.
- (4) All Members present and participating in meetings have the privilege of voting on all motions except when prevented by a conflict of interest, in which case the Member should disclose the conflict and abstain from participation.
- (5) All Members can expect courteous treatment from others and have a duty to extend this same courtesy to others.
- (6) All Members can expect the body's bylaws and procedural rules will be fairly applied and enforced.

(c) PROCEDURAL RULES. ABC meetings are conducted according to procedural rules prepared by the City Clerk and approved by the City Council and Mayor. These rules may be modified with City Council approval to meet the specific needs of a particular ABC. Like their bylaws, all ABCs must file their adopted rules with the Office of City Clerk and the copy so filed with the Clerk's Office is the definitive version of the body's procedural rules.

- (1) Parliamentary authority. To the extent necessary, and where not addressed by the bylaws and rules of an ABC, the City Council has adopted as its parliamentary authority the current edition of *Robert's Rules of Order, Newly Revised*, and this shall extend to all ABCs created by the City of Minneapolis unless otherwise provided or required by applicable law.
- (2) Interpretation and application. The ABC's Chair shall decide all questions of order, subject to an appeal to the full body. Questions about the interpretation or application of the ABC's procedural rules, or about matters not addressed in the ABC's rules, should be referred to the Office of City Clerk.

(d) MOTIONS – IN GENERAL. Motions are the formal vehicle to introduce a proposal for decision-making by a group during a meeting. Motions are always introduced with the well-known phrase: "*I move to ...*"

- (1) Fundamentals of motions. Long experience has shown that some basic principles should be observed in phrasing motions.
 - (D) A motion should be stated as clearly and concisely as possible. Its language should be unambiguous so that it is easily understood.
 - (E) A motion should be stated in the affirmative; that is, the motion should be phrased that certain action is approved, not that certain action is *not* approved. Experience has shown motions framed in a negative context can lead to confusion about the intended outcome and/or the effect of a particular vote. Generally, motions should be phrased in the definitive and affirmative case to aid in the overall clarity in the intention and desired outcome or result if the motion is adopted.
 - (F) Whenever possible, a motion should be reframed (rephrased) to be more clear, direct, and better understood by all, and it is the ABC Chair's responsibility to do this before taking a vote.
 - (G) There should only ever be one (1) Main Motion pending consideration before the ABC at any given time. This derives from the principle that a deliberative body may only consider one subject (proposal) at a time.
- (2) Motions – how made. The Chair usually initiates a motion in one of three ways—

- (A) By inviting a motion from any Member; for example: “*A motion would be in order at this time*” or, more simply, “*Is there a motion?*”
 - (B) By suggesting a motion; for example: “*A motion to approve the committee’s recommendation would be in order.*”
 - (C) By making the motion directly; for example: “*I move to approve the staff recommendation as presented.*”
- (3) Ultra vires motions. A motion related to some matter not within the delegated authority or subject-matter jurisdiction of the ABC. Such a motion is never in order as it is “beyond legal authority.” The ABC Chair should rule out of order any such motion. A motion that is *ultra vires* is automatically void.

(e) **BASIC MOTIONS.** The ABC procedural rules provide for three basic types of motions.

- (1) Main Motion. The Main Motion presents a new proposal for action or a decision. A Main Motion can only be made when no other business is pending, and there can only be one Main Motion at any time. A Main Motion should be seconded before discussion begins.
- (2) Motion to Amend. The Motion to Amend proposes a refinement, improvement, or a clarification to a pending motion. A Motion to Amend should be seconded before discussion begins on the amendment. A Motion to Amend has three forms—
 - (A) *Adding words.* Adding one or more words to a motion. An amendment to add words can be as simple as inserting a single word or as lengthy and complex as inserting one or more sentences.
 - (B) *Striking words.* Removing one or more words from a motion. An amendment to strike words can be as simple as removing a single word or as lengthy and complex as removing one or more sentences.
 - (C) *Striking and adding words.* A combination of removing one or more words from a motion and adding one or more words to a motion, done at one time. This is an amendment that combines the two prior forms into a single amendment to be more efficient in improving the overall intent of the underlying motion.
- (3) Substitute Motion. The Substitute Motion is a specialized form of the Motion to Amend. Where the Motion to Amend proposes to modify the Main Motion in some way, the Substitute Motion proposes to replace a pending Main Motion with an entirely new proposal related to the same subject or issue. A Substitute Motion should be seconded before discussion begins on the actual substitute proposal.

(f) **VOTING.**

- (1) Definition.
 - (A) *Vote.* Within the context of ABCs, the term *vote* is understood to be the formal expression by individual Members of their preference or choice with respect to a motion or proposal pending a decision by the ABC that is within its authority or jurisdiction.
 - (B) *Voting.* Within the context of ABCs, the term *voting* is understood to be the formal act of conducting the vote by the individual Members of a decision-making body. The right to vote is the body’s way of enabling its members to decide issues in a democratic manner.
- (2) Principles. There are three principles that require consideration when a vote is taken:
 - (A) Does everyone who is qualified and eligible to vote and who wishes to participate in the voting process have the equal opportunity to do so?
 - (B) Is the vote conducted in a fair and impartial manner?
 - (C) Does the result of the vote reflect the way that members voted?

These principles underlie the various parliamentary procedures associated with voting and conducting the voting process; indeed, the specific rules that govern voting are designed to uphold them.

- (3) Majority required. A majority of the legal votes cast, a quorum being present, is usually sufficient to approve, adopt, or accept a motion or proposal unless a higher vote threshold is required by some applicable law, policy, or rule.
 - (A) When the term *majority vote* is used and is otherwise not qualified, it means more than half of the votes cast by those entitled to vote. [*Robert's Rules of Order, Newly Revised (12th ed.) § 44:1.*] By this definition, it is the members voting that determine the majority, not those who are present but not voting (abstentions are not counted). This is sometimes also referred to as a *simple majority*.
 - (B) When a proposed action requires a vote threshold that is greater than a majority, usually when impacting the rights of members, the usual requirement is for a two-thirds affirmative majority vote. [*Robert's Rules of Order, Newly Revised (12th ed.) § 44:3.*]
- (4) Process.
 - (A) *Voice vote.* Unless required by the ABC's bylaws or rules, or when directed by the body, the usual manner of conducting a vote is by *voice vote*. In this manner of voting, Members respond audibly to the Chair's call for the affirmative vote (*aye/yes*) or the negative vote (*nay/no*). The results reflect the outcome of the voice vote and not the specific votes of individual Members.
 - (B) *Roll call.* In some instances, a roll call vote may be required or requested. Roll-call voting is the most accurate form as it records the specific votes of individual Members and incorporates them into the minutes of the meeting. In this form of voting, individual Members audibly respond with their vote (*aye/yes* or *nay/no*) when their name is called (usually by the secretary). The results are then announced with the total number of affirmative votes cast, the total number of negative votes cast, and the result of that outcome, all of which is recorded in the meeting minutes.
- (5) Tie vote. A vote that results in an even number of affirmative and negative votes—a tie—results in no action or decision being taken; the original motion is deemed *lost*; and it is in order for a new motion or proposal to be considered. This is applicable regardless of the required vote threshold. A motion that is lost because of the result of a tie vote does not automatically equate to the opposite of the original motion; for example, the failure of a motion to adopt one proposition does not necessarily equate to the automatic adoption of a different or opposite proposition. It is always necessary—and preferred—for a group to take definitive action.
- (6) Dividing motions. In the case of a motion that consists of separate parts, such that they contain distinct propositions, the ABC may have the motion divided into its separate parts and consider and vote on each of those distinct propositions separately.

(g) **ABSENCES AND ABSTENTIONS.** The absence of an ABC Member from a meeting does not reduce the requirements for quorum and voting thresholds. ABC Members who do not vote, or who fail to vote, are presumed to have waived the exercise of their right to vote and to have consented to allow the will of the ABC to be expressed by those voting. The tabulation of a vote is based on the number of votes cast by members actually present *and* voting. Abstentions are not counted since a member who abstains has voluntarily relinquished their vote and is, therefore, not counted in the final results. Not voting is the same as abstaining. The secretary records as an abstention any failure by an ABC Member present at a meeting to vote for or against a motion or who refuses to vote. An abstention does not reduce the number of votes required in cases where a specific affirmative threshold is defined, whether by a specific number or a specific proportion. In those cases, an abstention has the effect of a negative vote, even though the member abstaining is not participating in the matter. The impact of absences and abstentions can be confusing; thus, it is always a good idea to consult with the Office of City Clerk in such instances.

(h) **CONSENSUS.** An ABC's goal is to reach agreement on issues by prioritizing the long-term best interests of the entire community. Many times, the path to agreement is less about the formality of motion-making, debate, and voting; rather, it's about finding common ground, compromising, and reaching consensus.

- (1) In terms of an ABC's work, consensus is the result of collaboration and compromise that results in reaching agreement on a proposal that is acceptable enough that all Members can support it and that no Members oppose it. Reaching consensus requires Members to dedicate the time necessary to listen to all viewpoints,

to resolve conflicts, engage in creative thinking, and have the willingness to negotiate on key points of concern when necessary.

- (2) Consensus is not:
 - (A) *A unanimous vote.* Consensus may not represent every ABC Member's top priority, or any priority at all for that matter. It is a decision by the group to which no Member raises an objection and where every Member can accept the decision as an effective and worthwhile compromise.
 - (B) *A majority vote.* In a majority vote, only the ABC Members who are part of the majority get what they want, or at least a part of what they want. Those ABC Members in the minority may get something they do not support at all, which is hardly reaching consensus.
 - (C) *Shared disagreement.* Consensus does not mean that all ABC Members have to give up points that are important to them. Sometimes the phrase "*everyone is equally unhappy*" is invoked to describe a consensus decision. If everyone is unhappy—equally or not—then consensus has not been reached. Consensus is when a decision has been reached that everyone can support—even if they are not necessarily excited with the result or outcome.
- (3) Consensus is best used when:
 - (A) The matter pending a decision is routine, noncontroversial, and does not need or perhaps warrant the full engagement and creative talents of the body; for example, accepting meeting minutes, receiving and filing reports that require no action, voting on a consent agenda, etc.
 - (B) The matter raises some mild concern or even disagreement on fine points between Members, but does not rise to the level of objections to the proposed course of action or the resulting outcome. As in many things in life, not every issue demands extensive evaluation or consideration; sometimes, some issues simply need to be resolved, and that's okay.
- (4) ABCs can use consensus to streamline meetings and expedite the transaction of routine, noncontroversial matters so that they can focus their collective time and energy on the truly important, substantive matters that have been delegated or referred to them. Consensus can be employed in the following ways:
 - (A) For acceptance of meeting minutes, the Chair may call for any corrections and, hearing none, may state for the record that, with no objection, the minutes are accepted by unanimous consensus. This is reflected in the record of the meeting where the minutes are accepted.
 - (B) For a consent agenda, the Chair reads the items on the consent agenda and, after asking if there are any items to be withdrawn for separate discussion and seeing none, may then state for the record that, with no objection, the entire consent agenda is adopted by unanimous consent. This is reflected in the record of the meeting where the minutes are accepted.

6.7. Minutes.

- (a) **DEFINITION AND PURPOSE.** Minutes constitute the official, legal record of ABC meetings.
 - (1) Minutes are the official source of information about the decisions and actions taken by an ABC.
 - (2) Minutes document the fact that ABCs and ABC Members have fulfilled their responsibilities.
 - (3) Minutes have enduring legal, administrative, and historic value.
 - (4) Minutes are not a transcript. Minutes are a record of what is done at a meeting, not what is said. [*Robert's Rules of Order, Newly Revised (12th ed.) § 48:2.*]
- (b) **FORM OF MINUTES.** Minutes must be recorded in writing. Minutes become official when accepted by the ABC, or when their acceptance is automatically approved 60 days after their presentation without action by the ABC. A copy of the final accepted minutes must be filed with the Office of City Clerk and retained according to the City's approved records retention schedule. The hallmarks of good meeting minutes include:
 - (1) Accuracy. First and foremost, minutes must accurately represent the facts of the meeting.
 - (2) Objectivity. Minutes should be clear, objective, and avoid any implication of bias or opinion.

(3) Brevity. Minutes should be brief, to the point, and focus on actions and outcomes.

(c) **CONTENT.** The City of Minneapolis uses an action-oriented format for meeting minutes that conforms with the standard prescribed in *Robert's Rules of Order, Newly Revised*. Action minutes summarize what is done in a meeting, not what is said; they contain little, if any, narrative about statements, testimony, commentary, and the like. The only exception to this standard is if the Office of City Attorney determines that, for legal purposes, a more thorough record of the meeting is required, in which case the City may arrange for a transcription, as is sometimes the case for a quasi-judicial proceeding. Staff is responsible for producing the minutes according to the following standards, as directed by the City Clerk. Minutes should include the following elements.

- (1) Opening of the Meeting. The first paragraph shall include the name of the ABC and the date, time, location, and type of meeting. It shall provide evidence of the presence of a quorum by listing those Members present and those absent. The minutes shall record the late arrival of Members by inserting the time they joined after the appropriate agenda item number within the appropriate section of the body of the minutes. The minutes shall record who presided over the meeting and who recorded the minutes.
- (2) Acceptance of Minutes. Action to accept minutes from the prior meeting(s) shall be recorded. Acceptance is done by majority vote, assuming the presence of a quorum.
 - (A) Acceptance of minutes is done at regular meetings, never as an item for a special meeting. Minutes of special meetings are approved at the next subsequent regular meeting.
 - (B) Corrections of fact within minutes may be made at any time. For ease in the production process, it is preferred that any corrections to minutes be submitted prior to the meeting where they are to be presented for acceptance so that such corrections can be made and circulated before formal consideration and action.
 - (C) The minutes of a meeting shall be considered to have been accepted if an ABC fails to do so by formal action within sixty (60) days of their presentation. The secretary shall record this automatic acceptance in the final version of the minutes.
 - (D) It is customary, but not a requirement, for a Member to abstain on the vote to accept the minutes of a meeting for which they were absent.
- (3) Public Comment Forum. If a general public comment forum is allowed, the minutes shall record the identity of each individual addressing the ABC and a brief summary statement of their comments. A brief summary statement does not require verbatim or near-verbatim details; rather, the point is to clearly and concisely record the main points of the speaker's commentary.
- (4) Body of Minutes. The minutes generally should follow the structure presented by the agenda and should usually contain a separate paragraph for each item and the final disposition of the same in the meeting. Without limiting the generality of the foregoing statement, the minutes must include: all motions made and disposed of and the vote(s) thereon; every point of order and decision rendered; all resolutions and other formal actions taken and the vote(s) on the same; the names and votes of each Member when conducted by roll call; any recusal information, as appropriate; any notices given; and the details of any referrals or requests to committees, work groups, or staff. The secretary may incorporate additional details not strictly required under these provisions to the extent it helps clarify, provide context, or explain the decision or action of the ABC or which the ABC, by formal action, directs to be incorporated into the minutes.
 - (A) Consent Agenda. If a consent agenda is used by the ABC, then the number and description of each item included as part of the consent agenda should be listed in the minutes. The motion, second, and vote outcome on the entire consent agenda applies to each agenda item contained as part of the consent agenda; thus, an affirmative vote (*aye*) on the consent agenda applies to each item on the consent agenda, a negative vote (*nay*) on the consent agenda applies to each item on the consent agenda, and an abstention on the consent agenda is an abstention on each item on the consent agenda, etc.
 - (B) Discussion Agenda. For each item under the discussion agenda, the minutes should record the agenda item number and description as a preface to any discussion or debate, formal action(s), and final disposition. The minutes should record a concise summary of discussion points; any

referrals or directions, if appropriate; recusal information, as appropriate; and the motion, vote outcome, and final disposition of the matter for the meeting.

- (C) Whenever a motion is made during the meeting, the minutes should clearly show the resulting vote and outcome. For roll call votes, the minutes must record the names of each Member voting in the affirmative and in the negative, the names of Members abstaining, and the names of Members who were absent for the vote.

- (5) Adjournment. The time of adjournment must be recorded.

Refer to Exhibit F for a sample of meeting minutes that comply with these standards.

- (d) **RECORDINGS**. A recording may be used, but is not required, to aid in the production of meeting minutes if resources permit. However, the use of such recordings, whether electronic, audio, or other formats, does not substitute for the requirement of producing official minutes, which must be reduced to writing, printed, and, after acceptance, filed with the City Clerk and retained by the Clerk according to the applicable retention schedule. If recordings are made, they are classified as government data and must be retained in accordance with the applicable retention schedule.
- (e) **CORRECTING MINUTES**. Minutes may be amended at any time to correct errors of fact. Minutes may not be amended to incorporate matters that did not occur, that are not factual, or that reflect only opinions or viewpoints. On a proper motion and vote, an ABC may make corrections of fact to the minutes of its meetings regardless of how much time may have passed since the meeting or since the original minutes were accepted.
- (f) **REPORTS AND OTHER RECORDS**. All reports from officers, committees or work groups, staff, consultants, etc., that are presented during meetings shall be noted in the minutes and included in the ABC's official files. Additionally, any correspondence from members of the public related to agenda items, testimony, and materials submitted as part of public hearings or comment periods shall be noted in the minutes and included in the ABC's official files. Questions about what must or may be included or incorporated in the meeting minutes or in the ABC's official files should be referred to the Office of City Clerk. All ABC files should be kept in an organized manner to facilitate retrieval and research and in conformance to retention schedules set by the Office of City Clerk
- (g) **CUSTODIAN AND PUBLIC ACCESS**. The City Clerk shall maintain custody of all official ABC records; however, this duty may be delegated to others. When necessary, copies of ABC records may be certified by the City Clerk. For the convenience of the public, agendas, marked agendas, minutes, and other meeting records and materials must be posted in the Legislative Information Management System (LIMS). The public also may request access to ABC files and records to inspect or have copies made, as permitted under the Minnesota Government Data Practices Act. Requests should be directed to the Office of City Clerk.

CHAPTER 7: Research, Recommendations & Reports

Pursuant to Minneapolis Code of Ordinances (MCO) § 10.70, the City department assigned to support an ABC is responsible, under the direction of the Mayor, for supporting the work of the ABC as defined both by its enabling legislation and its adopted work plan. This chapter provides details about how departments support that work.

7.1. Information, Research & Study Requests.

- (a) **INFORMATION REQUESTS.** The department assigned to support an ABC shall receive and process information requests from ABCs that involve data, documents, or similar matters that are classified as public data under the Minnesota Government Data Practices Act [Minn. Stat., Ch. 13], that already exist and are readily available, or which require only minor staff time to produce using data classified as public data under the law.
- (1) ABC request for information. Requests for information shall be made by formal action of the ABC; that is, by a motion that is approved by at least a majority vote of the ABC Members present and participating in a meeting, assuming the presence of a quorum.
 - (2) Guidelines. The request for information must:
 - (A) Relate directly to the delegated authority or subject-matter jurisdiction, purpose, and functions of the ABC, as defined in its enabling legislation. Requests for information, data, documents, etc., that do not relate directly to the delegated authority or subject-matter jurisdiction, purpose, and functions of the ABC will not be received and processed by the department.
 - (B) Involve information or data classified as public data under the applicable provisions of the Minnesota Government Data Practices Act [Minnesota Statutes, Chapter 13]. Any information or data not classified as public data shall not be provided by the department unless otherwise required or permitted by law.
 - (C) Not unduly disrupt or interfere with the department's normal, planned operations. A department may refuse to provide the requested data or information if doing so is anticipated to disrupt or interfere with the department's normal, planned operations or if doing so would constitute an undue burden on staff because the request is expected to require more than five (5) hours to complete or if it would necessitate the involvement of multiple departments giving significant effort to respond. In that case, the department should seek direction from the Mayor on how to proceed.
 - (3) Submission coordination. The assigned Staff Liaison is responsible for coordinating the submission, review, processing, and response to information requests for their assigned ABC(s).
 - (4) Department response. In response to an information request which meets the guidelines provided above, the department shall:
 - (A) Process and respond to the request in writing and provide responsive data to all ABC Members.
 - (B) When reasonably possible, bring the response forward as an agenda item at the next regular meeting of the ABC so that it can be recorded in the record of that meeting.
 - (5) Individual ABC Member Information Request. Nothing about this policy shall restrict, prohibit, or prevent an ABC Member, in their individual capacity, from requesting information or data from the City pursuant to the Minnesota Government Data Practices Act. If the data directly relates to the Member's service on the ABC, is clearly public, and response will require minimal staff time, the Staff Liaison may choose to respond informally to the Member. In all other cases, the Staff Liaison will refer the Member to submit the request using the City's established process for requesting government data.
- (b) **RESEARCH OR STUDY REQUESTS.** The department assigned to support an ABC may, as part of its professional support functions, and in a manner that it deems appropriate, undertake research and study requests that pertain to matters included in the ABC's adopted work plan (work plans are covered in detail below as part of § 7.3. *Reports*).

- (1) ABC request for research or study. Requests for research or study shall be made by formal action by the ABC; that is, by a motion that is approved by at least a majority vote of the ABC Members present and participating.
 - (2) Guidelines. The request for research or study must:
 - (A) Relate directly to the delegated authority or subject-matter jurisdiction, purpose, and functions of the ABC and be a part of, or directly related to, an item included on its adopted work plan. Requests that do not relate directly to the delegated authority or subject-matter jurisdiction, purpose, and functions of the ABC and which are not a part of its adopted work plan will not be accepted.
 - (B) Narrowly define the research subject with clearly articulated goals or outcomes and identify essential parameters, making sure the request may be executed within the existing capacity of the department, including budget. The request must not unduly disrupt or interfere with the department's normal, planned operations. If the department lacks capacity within existing resources to respond to the requested research or study, or if external resources are required, then the department head should seek direction from the Mayor on how to respond. Any request for research or study that exceeds the department's existing capacity and resources requires authorization from the Mayor before any further action is taken to respond to the ABC's request.
 - (3) The assigned Staff Liaison is responsible for coordinating the submission, review, processing, and response to research or study requests for their ABC(s).
 - (4) Department response. In response to a research or study request which meets the guidelines provided above, the department shall:
 - (A) Process and respond to the request in writing. The response shall contain only data classified as public. The report responding to the requested research or study shall be distributed to all ABC Members.
 - (B) Where reasonably possible, the Staff Liaison shall bring forward the responsive report at the next regular meeting of the ABC after the report has been submitted where it shall be formally received and filed in the ABC's record as part of that meeting.
- (c) **REQUESTS TO MAYOR AND COUNCIL.** An ABC may submit a request to the Mayor and Council through its assigned department. Such requests must reflect the majority position as reflected in a formal action taken during a meeting and recorded in the minutes of that meeting. Any such request must be submitted in writing. The process for an ABC to submit a request to the Mayor and City Council follows the process generally outlined in § 7.2 below for ABC recommendations.

7.2. Recommendations, Resolutions & Memos.

(a) **DEFINITIONS & SCOPE.**

- (1) Recommendation. A recommendation refers to official advice by an ABC directed to the Mayor and City Council on matters within its jurisdiction as defined by its enabling legislation as well as any applicable provisions of the Minneapolis City Charter and Code of Ordinances, adopted bylaws and procedural rules, and applicable law. A recommendation may be submitted in the form of a resolution or a memo, as explained further in § 7.2(e) below.
- (2) Resolution. A resolution is an official act of an ABC which expresses its official position on an issue, topic, or subject matter within its jurisdiction as defined by its enabling legislation as well as any applicable provisions of the Minneapolis City Charter and Code of Ordinances, adopted bylaws and procedural rules, and applicable law. A resolution is adopted by majority vote of the ABC during a legal meeting. Any resolution must be approved as to form by the Office of City Attorney prior to being considered or acted upon by an ABC [see § 7.2(b)(1)].
- (3) Memo. A memo is a formal communication by the ABC with the Mayor and City Council on matters that are within its jurisdiction as defined by its enabling legislation as well as any applicable provisions of the Minneapolis City Charter and Code of Ordinances, adopted bylaws and procedural rules, and applicable law.

A memo may be used to provide information, request information or direction, or similar matters, or to communicate with the Mayor and City Council about issues, proposals, and other matters being considered by the ABC.

- (b) **PREPARATION.** A recommendation, resolution, or memo may be prepared by any ABC Member, or may be prepared by the assigned Staff Liaison, either by prior direction of the ABC or by request of the ABC leadership on behalf of the body. Regardless of how originated, as official actions of an appointed body within the City enterprise, the draft of any recommendation, resolution, or memo should be reviewed by the Office of City Attorney prior to being considered and acted upon by the ABC. In the case of a resolution, the Office of City Attorney must approve the form of the resolution prior to final action by the ABC.
- (1) Approve as to Form. The Office of City Attorney is responsible for ensuring that official acts of the City, as a municipal corporation, comply with all applicable laws and regulations of higher legal authority. When the Office of City Attorney approves an act as “*approved as to form*,” it means that it has been reviewed from a legal perspective and is deemed to be in compliance with all applicable legal requirements or provisions of law and that it also adheres to all applicable legal structure, formatting, and other technical matters. It is a confirmation that the act—as a document—is legally sufficient and appropriate.
 - (2) Legal Review Required. As indicated in § 8.4(d), *below*, all official acts of the City’s ABCs must be reviewed and approved by the Office of City Attorney, which includes but is not limited to recommendations, resolutions, memos, and other acts that may be taken by a City ABC within its delegated jurisdiction as defined by its enabling legislation.
 - (3) Administrative Consultation and Coordination. In addition to the required legal review and any approval as to form described above, an ABC must consult and coordinate any formal action in the form of a recommendation, resolution, or memo with the department assigned to support its work by the Mayor, which is detailed in its enabling legislation. This required consultation and coordination is generally arranged by the assigned Staff Liaison and must be secured prior to any formal action by the ABC. The purpose of this required administrative consultation and coordination is to ensure information continuity, timeliness, and general relevance to current departmental priorities, initiatives, and operations before communications with elected policymakers.
- (c) **FORMAL ACTION.** Recommendations, resolutions, and memos are official “acts” by the ABC. In this case, an official “act” includes any motion properly before the body in a legal meeting that is carried by majority vote and is captured in the form of a recommendation, resolution, or memo, or any other form that is deemed sufficient by legal counsel.
- (d) **LIMITATION ON SCOPE.** ABCs may not issue recommendations, resolutions, or memos on issues, topics, or subject matters that are outside of its prescribed jurisdiction, as defined by its enabling legislation. Further, no ABC may unilaterally extend or reinterpret its authority, or act in a manner that is inconsistent with its enabling legislation or other applicable higher-ranking legal authority (e.g., state statute, City Charter, City codes and ordinances, etc.).
- (e) **RESOLUTION OR MEMO.** ABCs may communicate recommendations to the Mayor and City Council by adopting a resolution or by submitting a memo (letter). Selecting the appropriate form depends on many factors, including but not limited to purpose, formality, and context. The following guidelines help ABCs and their Staff Liaison(s) to select the appropriate form
- (1) Memo (or Letter). A memo (or letter) is appropriate when an ABC is offering general advice, observations, or preliminary input, where clarity and timeliness related to a specific issue or concern are important factors but where a formal expression of the ABC is neither required or requested, or when the communication is intended to inform rather than formally memorialize the body’s position. The following are examples of instances when a memo or letter would be the appropriate form to be used by an ABC.
 - (A) The recommendation to the Mayor and City Council is informational, exploratory, or advisory in nature within the ABC’s delegated jurisdiction, or when seeking direction, clarification, or additional guidance from the Mayor and City Council on such matters.
 - (B) The ABC is proactively offering its input without a specific, formal request from either the Mayor and/or City Council or the leadership of its assigned department in the Administration.
 - (C) The issue of concern is narrow, technical, or operational and does not rise to the level of policy significance.

- (D) The communication is intended to summarize discussion, highlight considerations, or flag emerging issues for the attention of the Mayor and/or City Council or the leadership of the assigned department in the Administration.
 - (E) The ABC wishes to respond flexibly or quickly to an issue or inquiry from the Mayor and/or City Council without creating a more fulsome and complete administrative record.
 - (F) The ABC's recommendation may evolve or be revisited as additional information becomes available.
- (2) Formal Resolution. A resolution is an appropriate form of official action to reflect an ABC's deliberate, formal position on an issue or matter within its defined jurisdiction (per its enabling legislation) where the ABC intends that position to be relied upon by the City's elected officials and the Administration, primarily as part of a policy decision-making process. The following are examples of instances when a resolution would be the appropriate form to be used by an ABC.
- (A) The Mayor, City Council, or the City's Administration has explicitly requested the ABC's formal recommendation or formal position on a defined issue or proposal which reflects the ABC's careful consideration and collective judgment.
 - (B) The ABC's recommendation responds to a specific referral, directive, or a formal request for its input.
 - (C) The matter involves significant policy considerations, public interest, or long-term impact, particularly where a formal act would contribute to a more fulsome and complete record.
 - (D) The ABC intends to clearly and permanently state its collective position as an official act.
 - (E) The ABC's recommendation is expected to be cited, referenced, or included in further legislative proceedings before the City Council (or the Council's committees).
 - (G) The issue warrants a structured, recorded vote and formal articulation of findings and recommendations, usually recommended by the City Attorney's Office, the City Clerk's Office, or the ABC's assigned Staff Liaison.

(f) **RECOMMENDATIONS BY MEMO (LETTER).**

- (1) Memo Format. ABC recommendations made in the form of a memo (letter) should be expressed in writing on approved City letterhead and should include the following elements:
- (A) Official name of the ABC.
 - (B) The distribution list: that is, the intended recipients, which may include the Mayor, City Council, and specific departments to whom the memo is addressed.
 - (C) A concise description of the subject matter addressed.
 - (D) The date of the ABC meeting where the vote was taken to authorize the memo to be prepared and submitted.
 - (E) The body of the memo should—
 - (i) Identify the subject matter to be addressed with sufficient background or context to understand the issue(s) involved;
 - (ii) The specific details of the ABC's recommendation(s) clearly defined; that is, the specific recommendation, advice, position, request, etc., of the ABC. These should be stated in clear, unambiguous language that can be considered, if and as necessary or appropriate, for action by the Mayor, City Council, or other parties.
 - (iii) A concise statement about any requested or necessary follow-up.
- (2) Template and Standards. The Office of City Clerk may provide a template upon request to be used by ABCs for this purpose. Memos must accurately reflect the collective position of the ABC as determined by a vote of its members at a proper meeting. Memos should be prepared using neutral, advisory language, adhering to applicable City standards for clarity, accuracy, and public transparency.

- (3) Departmental and Attorney Review. Prior to taking a vote on a draft memo (letter) or voting to authorize the preparation and submittal of a memo (letter), the department in the Administration supporting the ABC as well as the Office of City Attorney should be consulted to ensure a legal review, operational feasibility, accuracy, and alignment with City policy and practice. Review by department staff or by legal counsel does not constitute approval or endorsement of the ABC's recommendation, but does ensure the document is legally permissible, procedurally sound, and properly framed within the ABC's advisory role.
- (4) Improper Methods.
 - (A) Communications, emails, or other types of exchanges between individual ABC Members do not constitute an official act of the ABC and may not be interpreted to constitute an official act of the ABC.
 - (B) Informal communications, emails, or other types of exchanges between individual ABC Members, elected officials, City staff, or ABC staff liaisons do not constitute an official act of the ABC and may not be interpreted to constitute an official act of the ABC. Communications between ABC Members and the City's elected officials should be minimized in favor of formal action so that these may be sufficiently documented, tracked, and recorded and, as appropriate, disclosed to the public upon request as government data.
- (5) Process for Taking Formal Action. An ABC may issue a recommendation by memorandum or letter only through formal action taken at a properly noticed meeting at which a quorum is present. The recommendation must be adopted by a majority vote of those Members present and participating, unless a higher threshold is required by law or enabling legislation. The exact wording of the recommendation shall be approved by motion and recorded in the meeting minutes, including any amendments adopted by the body. Individual ABC Members, officers, or committees may not independently issue or modify recommendations adopted by formal action of the ABC.
- (6) Transmitting Memos to the Council and Mayor. Following adoption, the ABC Staff Liaison shall transmit the memo to the Office of City Clerk and the Clerk or the Clerk's designee shall deliver the ABC memo to the Mayor, City Council, and any others identified in the memo's distribution list. Where the memo pertains to a formal matter pending before the City Council, the Clerk shall ensure that the memo is entered into the relevant file in the City's Legislative Information Management System (LIMS).

(g) RECOMMENDATIONS BY RESOLUTION.

- (1) Resolution Format and Standards. ABC resolutions must follow the City's standardized resolution formatting conventions. A resolution reflects the deliberate, collective action of the ABC and generally carries greater institutional significance than a memo (letter).
- (2) Template and Standards. The Office of City Clerk may provide a resolution template upon request to be used by ABCs for this purpose. Resolutions must accurately reflect the collective position of the ABC as determined by a vote of its members at a proper meeting. Resolutions should be prepared using neutral, advisory language, adhering to applicable City standards for clarity, accuracy, and public transparency.
- (3) Review Process for ABC Resolutions. Because resolutions represent formal positions and recommendations by an ABC which may subsequently be relied upon by elected officials, departments, and public with respect to policy deliberations, all draft resolutions must be approved as to form by the Office of City Attorney prior to adoption. In addition, the department in the Administration assigned to support the ABC should review and provide input to the preparation of a resolution for operational purposes. This dual review by the Office of City Attorney and the assigned department in the City's Administration will ensure alignment with City policy, priorities, operational realities, and the intent of any request for input made by elected officials or staff.
- (4) Process for Taking Formal Action. A resolution may be adopted only by formal action (vote) at a legal meeting of the ABC at which a quorum is present. The full text of the proposed resolution must be presented to the body, discussed, finalized, and adopted by majority vote of those ABC Members present and participating, unless a higher threshold is required by law or by enabling legislation. Any amendments to the resolution must be made and approved by motion prior to final adoption. The adopted resolution, including the final text and vote tally, shall be recorded in the official meeting minutes. Individual ABC

Members, officers, or committees may not independently issue or modify a resolution adopted by formal action of the ABC.

- (5) Transmitting Adopted Resolutions to the Council and Mayor. Following adoption, the ABC Staff Liaison shall transmit the resolution to the Office of City Clerk and the Clerk or the Clerk's designee shall deliver the ABC resolution to the Mayor, City Council, and any others identified by the Staff Liaison as recipients. Where the resolution pertains to a formal matter pending before the City Council, the Clerk shall ensure that the ABC resolution is entered into the relevant file in the City's Legislative Information Management System (LIMS).

7.3. Reports.

- (a) ANNUAL WORK PLAN. As provided under Minneapolis Code of Ordinances (MCO) § 10.110(a), an ABC is required to prepare, adopt, and submit to the City Council and Mayor an Annual Work Plan outlining its priorities and planned activities for the following calendar year. The work plan shall only include items that are within the defined scope of authority or subject-matter jurisdiction as provided in the ABC's enabling legislation and no items shall be included that would have the effect of extending or expanding that delegated scope of such authority or defined subject-matter jurisdiction. The work plan is to be prepared using templates provided by the Office of City Clerk. Submittal of the adopted work plan is achieved by filing with the City Clerk no later than December 15.
 - (1) Purpose. The Annual Work Plan is a document designed to guide and inform the work of the City's ABCs. Essentially, it's a high-level statement of the goals, priorities, and activities that will be the ABC's primary focus during a defined period (calendar year). It is also intended to assure alignment between the work of the ABC and the City's strategic plans and goals as well as its policies, priorities, and programs. ABC work plans are developed through a collaborative and consultative process involving ABC Members and the department(s) and staff assigned to support them.
 - (2) Contents. ABC work plans should identify major issues and projects anticipated to help advance the mission, functions, and responsibilities of the ABC during the defined period covered by the work plan. For each item contained in the work plan, specific goals or objectives, timelines, and scope should be included along with a description of how each item connects with and helps to advance the mission or purpose of the ABC. Without limiting the generality of the foregoing, an ABC Annual Work Plan should include the following content:
 - (A) A review of the ABC's enabling legislation as well as any relevant City ordinances, plans, policies, or regulations that touch on the ABC's purpose and work, together with any recommendations to improve the same.
 - (B) A description of the proposals, subjects, or issues that will be considered by the ABC during the report period that are within its jurisdiction as defined by its enabling legislation.
 - (C) When applicable, include metrics or performance indicators that will be used to evaluate the performance of the ABC in conducting its work, including metrics that measure workload, efficiency, and effectiveness.
 - (D) When applicable, a summary of plans for community engagement and participation in the work of the ABC.
 - (E) The adopted Annual Work Plan should be accompanied by a statement from the head of the department assigned to support the ABC addressing the resources required to accomplish the items contained in the work plan and the relationship of those items to the department's priorities and activities for the year.
- (b) ANNUAL REPORT. As provided under MCO § 10.110(b), an ABC is required to prepare, adopt, and submit to the City Council and Mayor an Annual Report describing its accomplishments during the previous calendar year. The Annual Report should show the progress made during the reporting period against adopted goals and priorities articulated in the ABC's adopted Annual Work Plan. Through its Annual Report, an ABC is able to share information about its activities during the previous year, highlight its key accomplishments, and showcase the projects it completed. It also provides accountability by connecting that work to the planned goals, priorities, policies, and programs of the City. The Annual Report provides ABCs the opportunity to showcase the breadth and depth of their work, and the value added to the City and to the community. The annual report is to be prepared using templates provided by the Office

of City Clerk (see Exhibit G). Submittal of the adopted Annual Report is achieved by filing with the City Clerk no later than December 15.

CHAPTER 8: Staff Support

This chapter summarizes some of the core responsibilities and functions that City departments and staff have in supporting the City's Appointed Boards & Commissions.

8.1. Executive Secretary.

- (a) **CITY CLERK IS EXECUTIVE SECRETARY.** As provided in Minneapolis Code of Ordinances (MCO) § 10.90(a), the City Clerk is designated the Executive Secretary for all City ABCs unless otherwise provided in the body's enabling legislation. In this capacity, the City Clerk is responsible for supporting the effective and efficient operation of all the City's ABCs.
- (b) **DUTIES.** The Executive Secretary is responsible for the planning, organization, and management of ABC meetings and for the ABC's clerical and recordkeeping functions. Within that broad delegation of responsibilities, the Executive Secretary has the following duties:
 - (1) ABC organizational support.
 - (A) Developing, implementing, and monitoring compliance with standard bylaws and rules adopted by the City Council to govern ABC meetings and providing assistance to ABCs and ABC Members in the interpretation and application of such bylaws and rules to ABC meetings and proceedings.
 - (B) Developing, implementing, and monitoring compliance with consistent use of standard templates, forms, and models to be used in the preparation and publication of ABC notices, calendars, agendas, minutes, and reports.
 - (C) Assisting Appointing Authorities with the City's Open Appointments Policy and associated procedures, including regular reporting about known or anticipated vacancies, the status of nominations, and recommending procedures to improve and standardize the appointment process.
 - (D) Planning, coordinating, and providing training and related support for the City's ABCs with respect to the performance of their duties. This includes, but is not limited to, orientation and onboarding programming for newly appointed and reappointed ABC Members as well as support for ABC Chairs and Vice-Chairs to enable them to serve as effective facilitative leaders of their respective ABCs.
 - (E) Planning, coordinating, and providing ongoing training, consultation, and support for departments and ABC Staff Liaisons assigned to support the work of the City's ABCs.
 - (F) Maintaining the official membership roster, bylaws, and rules for each of the City's ABCs.
 - (G) Preserving records and data of the City's ABCs in accordance with approved retention schedules and providing access to such records and data as required under the Minnesota Government Data Practices Act.
 - (2) ABC meeting management.
 - (A) Publishing a calendar of all public meetings of City ABCs, issuing required notices, and assisting bodies in their compliance with the Minnesota Open Meeting Law and/or the City's policies on public meetings, as applicable.
 - (B) Supporting ABC meetings by producing or overseeing production of agendas, reports, minutes, and other records that document the work of each ABC according to uniform standards and procedures established by the Office of City Clerk.
 - (3) Reporting. Coordinating the submission and presentation to the City Council and Mayor of annual work plans and annual reports by the City's ABCs and, generally, facilitating timely and effective communications between the City Council and Mayor with the City's ABCs.

- (4) Other duties. Performing such other and further duties in support of the City's ABCs which may be necessary to carry out these duties or which may, from time to time, be assigned or delegated by the City Council.
- (c) **DESIGNEE.** The City Clerk may delegate the performance of these duties to the Clerk's subordinates. The Clerk may also delegate duties to supporting departments, subject to the direction of the Mayor.
- (d) **OPERATIONAL POLICIES AND PROCEDURES.** The City Clerk, as Executive Secretary of the City's ABCs, may develop and implement operational policies and procedures to support effective and efficient operation of ABCs.

8.2. Office of City Clerk.

ORGANIZATIONAL HUB. The Office of City Clerk is responsible for supporting the performance of all duties and functions assigned to the City Clerk with respect to the City's ABCs, including those duties provided for the City Clerk as Executive Secretary pursuant to MCO § 10.90. The Clerk's Office is the hub for the development, implementation, and administration of operational policies, procedures, and standards that apply to ABCs and for providing consistent direction to departments in supporting the work of ABCs. Without limiting the generality of the foregoing, the Office of City Clerk shall be responsible for the following functions.

- (a) **OPEN APPOINTMENTS.** The Clerk's Office is responsible for administering the City's Open Appointments policy and related procedures, as detailed in Chapter 3 of this manual.
- (b) **NOTICES.** The Clerk's Office is responsible for issuing, or at least organizing and overseeing the issuance of, notices and similar matters whether required for ABCs by applicable law, policies, rules, or regulations.
- (c) **MEETING MANAGEMENT.** The Clerk's Office is responsible for developing, implementing, and monitoring compliance with standardized, consistent meeting management functions for ABCs and for delivering those functions directly or through assigned departments.
- (d) **RECORDKEEPING.** The Clerk's Office is responsible for developing, implementing, and monitoring compliance with standardized, consistent recordkeeping functions for ABCs and for delivering those functions directly or through assigned departments.
- (e) **ORIENTATION AND TRAININGS.** The Clerk's Office is responsible for organizing and delivering an enterprise-wide orientation program for ABC Members and for providing trainings for ABC Members, Staff Liaisons, and departments as necessary to assure these operational policies and procedures are implemented and applied correctly and consistently.
- (f) **TECHNICAL SUPPORT.** The Clerk's Office is responsible for providing or coordinating the necessary technical support for the operation of the City's ABCs, primarily through the City's Legislative Information Management System (LIMS) and other applications, and for coordinating additional resources and support with the appropriate City department(s).

8.3. Administration: City Departments.

- (a) **POLICY AND SUBJECT-MATTER ALIGNMENT.** As provided in MCO §§ 10.40(a)(1)(f) and 10.50(b)(3), each ABC is supported in its work by a department within the City Administration, as assigned by and under the direction of the Mayor. Usually, the delegated jurisdiction and work of an ABC coincides with or relates closely to a particular department and, as a result of that affinity, that department is assigned responsibility for providing professional and administrative support for the ABC. As an example, the mission and functions of the Civil Rights Commission closely align, and in some instances overlap, with the mission and primary functions of the Civil Rights Department. Therefore, the Civil Rights Department is assigned to provide professional and administrative support for the Civil Rights Commission. Throughout their terms, ABC Members will work closely with the department head and key staff in that ABC's "home department." Close working relationships typically develop, which can be mutually beneficial and can improve the overall operation of the ABC. However, it should be clear that departments work *with* the ABC, not *for* them. City departments do not report to, are not subject to direction from, and are not supervised by any ABCs. The relationship between ABCs and City departments is a partnership within a specific policy realm.

- (b) **DEPARTMENT HEAD.** Each department in the City’s Administration operates under the direct supervision of a department head who has both general and detailed management and control of the department and its operations, as provided in Chapter 12, Article II, of the Minneapolis Code of Ordinances. Pursuant to the authority of the Mayor, or the appropriate Executive Officer in the Mayor’s Cabinet, and within all applicable policies, regulations, and standards, the department head, or their designee, is responsible for establishing priorities, allocating resources, making assignments, and monitoring and evaluating the quantity and quality of work associated with supporting ABC functions. Each department assigned responsibilities for supporting an ABC is responsible for supporting the ABC within the standards and procedures set by the City Clerk in that officer’s capacity as Executive Secretary to the City’s ABCs.
- (c) **STAFF LIAISON.** The department head frequently designates a Staff Liaison who is assigned to function as the primary point of contact with an ABC. The word *liaison* is used deliberately to describe the nature of this role in relation to the City’s ABCs, rather than the phrase “ABC Staff.” This usage comes from one definition of the word which provides that a liaison is “an individual employed to establish and facilitate relationships and communications between parties.” A Staff Liaison does not work *for* the ABC; they are a professional within the City’s Administration who, in addition to other duties, is assigned lead responsibilities for working *with* assigned ABC(s). While the duties of a Staff Liaison may vary, some common duties and functions assigned include the following:
- (1) **ABC recruitment and appointments.** The Staff Liaison may be assigned to assist with and to support processes related to the City’s appointment procedures for its ABCs. This includes but is not limited to the following:
 - (A) Notifying the Office of City Clerk about any attendance issues or concerns, mid-term resignations or terminations, changes in membership details (including contact information), and other actions that impact the membership, quorum, and operations of their assigned ABC(s).
 - (B) Notifying ABC Members when their terms are about to expire and confirm potential interest in being considered for reappointment.
 - (C) Confirming known and anticipated vacancies on their assigned ABC(s) and communicating this information with the Office of City Clerk for both standard and any alternate appointment cycles.
 - (D) Assisting with enterprise efforts to promote community awareness about the City’s ABCs and the opportunities to serve, including direct support of outreach and engagement initiatives through the execution of core functions such as providing public notice and advertising for actual openings during the City’s ABC recruitment cycles, as well as participating in processes tied to recruiting, reviewing, and making recommendations for the nomination of individuals to their assigned ABC.
 - (2) **ABC orientation and onboarding.** The Staff Liaison may be assigned to assist with enterprise orientation programming organized by the Office of City Clerk as well as any orientation, onboarding, training, or support specific to assigned ABC(s) that supplements the required enterprise orientation program.
 - (3) **ABC meeting preparations and coordination.** The Staff Liaison may be assigned to assist with the planning, organizing, and logistics for ABC meetings and for any necessary follow-up activities in response to such meetings, including but not limited to the following:
 - (A) Leading or assisting with the preparation and posting of an annual calendar of regular meetings for assigned ABC(s) and ensuring those are uploaded for public notice and access purposes in the Legislative Information Management System (LIMS).
 - (B) Leading or assisting with the preparation, internal review, and production of meeting notices, agendas, marked agendas, and similar meeting documents and posting or disseminating those materials for assigned ABC(s) according to standards established by the City Clerk.
 - (F) Leading or assisting with the preparation, internal review, and production of staff reports for assigned ABC(s) and coordinate the submission of the same for ABC meetings.
 - (G) Leading or assisting with the production of meeting scripts and other prompts or reference materials to be used by the Chair (or presiding officer(s)) and members to facilitate effective meetings of assigned ABC(s).

- (H) Leading or assisting with planning, organizing, and handling logistical aspects of the meetings of assigned ABC(s), including room reservations and setup, technical issues that may involve the use of audio-visual and broadcasting systems or support, receiving and processing requests for accommodations, and similar matters.
 - (I) Leading, coordinating, and/or assisting with any required or necessary follow-up actions resulting from the meetings of assigned ABC(s), with the Staff Liaison's department as well as other City departments, as appropriate, and facilitating timely and effective responses or communications.
 - (J) Leading or assisting in the development, drafting, review, adoption, and submission of the annual work plan and annual report for assigned ABC(s).
- (4) Notices and communications. The Staff Liaison may be responsible for facilitating timely communications about assigned ABC(s) and, on behalf of the assigned ABC(s), to inform and collaborate about the ABC's work with appropriate City offices and departments, external parties and partners, and the general community within applicable City policies and procedures. In particular, the Staff Liaison is responsible for facilitating timely follow-up and communications with the department head on any ABC requests for research, analysis, or reports related to the ABC's work plan.
- (5) Attendance records. The Staff Liaison may be responsible for preparing and maintaining attendance records for each meeting, and all ABC Members, of the assigned ABC(s) and filing these on a quarterly basis with the Office of City Clerk.
- (6) Records management. The Staff Liaison may be responsible, in collaboration with the Office of City Clerk, for performing the necessary records management functions for the assigned ABC(s), including but not limited to:
- (A) Maintaining all ABC records, files, and other information and collaborate with the Office of City Clerk to assure appropriate access to the same in accordance with applicable laws, policies, procedures, rules, and standards.
 - (B) Researching, retrieving, and providing access to, or copies of, the records and files of the assigned ABC(s) and, as necessary, coordinating with the Office of City Clerk to provide document certifications.
 - (C) Coordinating with the Office of City Clerk on retention, disposition, and destruction of the records, files, and information of the assigned ABC(s) according to approved retention schedules.
- (7) Secretary.
- (A) The Staff Liaison may be designated to serve as the secretary of the assigned ABC, as provided in MCO § 10.90(a). If the Staff Liaison is so designated, they will be responsible for performing the duties provided for Executive Secretary according to standards set by the City Clerk.
 - (B) If the Office of City Clerk is the department assigned to support the ABC in its enabling legislation, or as assigned by the City Council, then the Clerk's Office will assume responsibilities for the Staff Liaison outlined in this section.
- (8) Other. The Staff Liaison may have other or further duties with respect to their assigned ABC(s) as directed by their department head or department management.
- (d) **PROFESSIONAL SUPPORT.** In addition to administrative support, described above, an ABC may receive a range of professional services from its assigned department, including but not be limited to the following examples.
- (1) Assisting in the production and submission of the ABC's Annual Work Plan and Annual Report (*refer to § 7.3. of this manual*).
 - (2) Interpreting, explaining, and clarifying the application of City codes, policies, and other regulations and how they impact the work of the ABC.
 - (3) Undertaking research, preparing or commissioning reports, providing briefings on relevant subjects, developing options or alternatives on proposals, and offering professional expertise and recommendations on matters under consideration by the ABC, when authorized and within resource capacity.

- (4) Ensuring appropriate and timely actions to implement or respond to actions, requests, or recommendations by the ABC.
 - (5) Educating new ABC Members about the ABC and its mission, goals, and objectives and coaching individual Members to help them develop their governance skills and group capacity.
 - (6) Assisting in the development of meeting agendas, and agenda items and reports, that identify the proposals or subject matters to be presented and considered (*refer to § 6.6. of this manual*).
- (e) **ABC – STAFF RELATIONS.** In performing their assigned functions, ABCs take actions, make decisions, or provide recommendations on matters delegated to them in their enabling legislation and do so in the best interests of the community. It is the responsibility of the City’s departments and staff to help shape and inform those actions, decisions, and recommendations. While dedicated to the ABCs they support, City departments are ultimately responsible to the Mayor; departments (and staff within departments) do not work for ABCs and ABCs have no authority to direct, give orders to, or supervise departments and staff. The departments and staff provide professional expertise and recommendations on a variety of issues related to the work of the City’s ABCs. Their expertise is based on formal education, continuing professional development, and on-the-job experience over many years and their recommendations are often based on technical requirements of the laws and policies that regulate specific industries, services, and programs. While an ABC is not always expected to concur with or to adopt recommendations from staff, they should always carefully consider this advice, guidance, and feedback before taking formal action. The following recommendations can help create smooth relationships between ABCs and City departments and staff and keep effective communication channels open.
- (1) Contact between the ABC and the assigned department supporting the ABC’s work should primarily be channeled through the designated Staff Liaison. This is further enhanced if requests from the ABC are taken by formal action (vote) and communicated to the Staff Liaison through the ABC Chair.
 - (2) Requests for support from the department should clearly be within the framework of the ABC’s delegated authority and assigned duties or functions (set forth in its enabling legislation) and tied to programs or initiatives included in its adopted Annual Work Plan.
 - (3) Individual ABC Members should not expect to receive or seek personalized support from the department or Staff Liaison.
 - (4) Any questions, concerns, or complaints about support from the Staff Liaison or from other department staff supporting the ABC should be addressed privately with the department head, channeled through the ABC Chair.

8.4. Legal Counsel.

- (a) **CITY ATTORNEY AS THE ATTORNEY OF THE CITY.** As provided in City Charter § 7.2.(c)(1), the City Attorney is the chief legal officer of the City, and the City Attorney and the legal department under their direction and control serve as the attorneys and counselors-at-law for all of its elected and appointed officials and officers, all departments and divisions, and all boards and commissions and committees of the City, except the Minneapolis Park & Recreation Board, unless so requested. In that capacity, the Office of City Attorney represents the City and its interests and only the City Attorney may be consulted for legal advice. That means that the City Attorney, and the legal department under their direction, are also the attorneys for the City’s ABCs.
- (b) **LEGAL SUPPORT FOR ABCs.** The City Attorney may assign an attorney from the Office of City Attorney to function as the legal advisor and counselor to particular ABCs. Generally, such assignments are made for ABCs classified in Tier 1 and in some cases Tier 2 of the City’s ABC classification system, and these attorneys attend the meetings of those ABCs as needed and provide legal advice and legal support. For ABCs classified in Tiers 3, 4, or 5, an attorney is usually not assigned, but legal advice and support are made available as and when necessary.
- (c) **BASIC LEGAL FUNCTIONS.** With respect to the City’s ABCs, the Office of City Attorney will provide timely guidance as needed regarding:
 - (1) The delegated authority and subject-matter jurisdiction of each ABC.

- (2) Questions about authority, the application and interpretation of laws and policies, ethics, conflicts of interest, and related matters.
 - (3) General legal advice and guidance about ABC actions and activities, when requested or necessary.
- (d) **LEGAL REVIEW.** All formal ABC actions, resolutions, reports, or recommendations that are intended for audiences outside the City enterprise, and similar matters must first be reviewed and approved as to legality and form by the Office of City Attorney before any formal consideration or action on the same. Legal review of additional actions may be required by body-specific bylaws. ABCs, through their assigned department, are responsible for coordinating the necessary reviews with the Office of City Attorney with sufficient time to allow a thorough legal review and any modifications or clarification that may be necessary before such matters are considered for a vote.

8.5. Other Departments.

- (a) **FINANCE & PROPERTY SERVICES.** The City's Finance & Property Services (FPS) Department is the primary authority for all questions related to the City's financial resources and facility management services. Staff liaisons may consult with FPS on topics such as public purpose, spending for business needs, and budget availability. For questions related to public meeting spaces and related supplies, please contact property.services@minneapolismn.gov.
- (b) **COMMUNICATIONS.** The City's Communications Department provides multi-modal communications services to the City enterprise. The Office of the City Clerk and ABC staff liaisons may confer with the Communications Department for communications-related support for ABCs, including media relations and strategic communications plans for Tier 2 ABCs and lower-tiered ABCs on a case-by-case basis and as capacity and resources allow. The Communications Department also produces broadcasts of the public meetings of the City Council and its committees as well as select Tier 1 and 2 ABCs.
- (c) **OUTREACH & ENGAGEMENT.** The City's Neighborhood & Community Relations (NCR) Department connects the community to the City and the City to the community. NCR helps the City involve all residents in decision-making. NCR engages underrepresented communities, supports neighborhood organizations, makes City services accessible for people with disabilities, makes City services available in many languages, and leads the City's work on immigrant and refugee affairs. For questions, contact NCR at ncr@minneapolismn.gov or by phone at (612) 673-3737.
- (d) **RACIAL EQUITY & INCLUSION.** The City's Racial Equity, Inclusion & Belonging (REIB) Department coordinates and supports efforts by all departments to increase racial equity in all the city does. REIB will do this by supporting City departments in normalizing concepts of racial equity, organizing staff to work together for transformational change, and operationalizing new practices, policies and procedures that result in more fair and just outcomes.



APPOINTED BOARDS & COMMISSIONS

Operations Handbook



GLOSSARY

ABC. Acronym for Appointed Boards and Commissions. A generic term referring to the City’s various boards, commissions, committees, work groups, and other bodies established and appointed either under a specific grant of authority or under the general home-rule authority of the City Council and Mayor. *See Appointed Boards & Commissions.*

Abstain. A parliamentary term which connotes a refusal to vote or to participate in the conduct of a vote, neither in support nor in opposition to a pending proposal. The word derives from the Latin *abstinēre*, roughly meaning “to hold back or away.” An abstention is not counted for or against a motion when tallying voting results. *See RONR § 45:3.*

Act. *See Official Act.*

Administration. *See City Administration.*

Adjourn. A parliamentary term which connotes the formal close or termination of a meeting. For details about the motion to adjourn, *see RONR § 21.*

Adopt. A parliamentary term which connotes favorable action on a proposal or motion before a deliberative body. For details about the motion to adopt, *see RONR §§ 4:3 and 10:5.*

Advisory Bodies. Tier 3 bodies are also referred to as advisory bodies because their primary function is to provide advice and recommendations to the City Council and Mayor within the subject matter delegated in their enabling legislation. *See MCO § 10.20(b)(3).*

Agenda. A list or outline of things to be considered, done, or acted upon in a meeting. The word derives from the Latin *agendum*, which translates to “thing(s) to be done.” *See RONR § 41:58-70.*

Amend. A parliamentary term referring to a proposal to perfect a pending motion either by adding or deleting provisions or by substituting a suitable alternative. For details about the motion to amend, *see RONR § 12.*

Annual Meeting. The yearly meeting (generally in January or July) when an ABC organizes its membership through the election of officers, the adoption of work plans, and similar matters. *Refer to ABC Operations Manual § 5.3(a)(2).*

Annual Report. A yearly statement of the work accomplished by an ABC according to its work plan and within its delegated subject matter(s) that is submitted to the City Council and Mayor. *See MCO § 10.110(b).*

Annual Work Plan. A yearly statement identifying the anticipated scopes of work to be undertaken by an ABC within a year. *See MCO § 10.110(a).*

Appeal. A parliamentary procedure whereby a decision or ruling of the presiding officer is challenged and referred for decision-making by the entire body. For details about the motion to appeal, *see RONR § 24.*

Appointed Boards & Commissions. Bodies that operate within the City enterprise which are created by formal act of the City Council and Mayor, classified into the following tiers:

- (1) Tier 1: Also referred to as “Independent Bodies,” these ABCs are generally established pursuant to provisions of state law or City Charter and operate with a significant degree of autonomy and independence from the City Council and exercise broad decision-making authority within a defined area of municipal policy.
- (2) Tier 2: Also referred to as “Independent Bodies,” these ABCs are established by ordinance and are subject to the general oversight of the City Council and Mayor, having less autonomy and independence than Tier 1 bodies. They have a defined scope of limited decision-making authority in a defined area of municipal policy.



- (3) Tier 3: Also referred to as “Advisory Bodies,” these ABCs are established by resolution and have a specific and limited jurisdiction prescribed in their enabling legislation; do not have independent decision-making authority; and are subject to the complete direction and control of the City Council and Mayor. The primary function of Tier 3 bodies is to provide advice and recommendations to the City Council and Mayor on matters within their delegated subject-matter jurisdiction.
- (4) Tier 4: Also referred to as “Work Groups,” these ABCs are established by resolution to have a specific and limited jurisdiction prescribed in their enabling legislation, have a limited duration, and are subject to the complete direction and control of the City Council and Mayor; that is, they have no separate or independent authority or functions, their primary function being to advise the City’s elected policymakers on a specific subject matter within a specific period of time after which they automatically expire.
- (5) Tier 5: This tier encompasses the Special Service Districts created by ordinance pursuant to state law. Special Service Districts are administrative bodies that are created to perform specific functions authorized under state statute.

Appointing Authority. The entity responsible for formally appointing individuals to seats on the City’s ABCs. Generally, the City Council and Mayor, acting together, are the Appointing Authority for the majority of the City’s ABCs. However, appointments to seats by external agencies have other Appointing Authorities, as defined by the body’s enabling legislation.

Appointment Cycle. The period for active recruitment to fill known or anticipated vacancies on ABCs. Each appointment cycle includes the active recruitment period followed by internal reviews, vetting, and then the formal nomination process by the designated appointing authorities. The goal is to complete the appointment cycle prior to the regular annual organizational meetings planned each year.

Bylaws. Bylaws encompass the fundamental aspects of an organization’s principal purpose, primary duties, and core operations that are so essential that they may not be changed without notice and significant formal legislative action (usually a higher vote threshold). In this way, bylaws serve as a type of road map to inform interested parties about how the body carries out its functions. *See RONR Ch. XVIII.*

Chair. One of two officers required for all City ABCs. The Chair is primarily responsible for planning, organizing, and facilitating the work of the ABC and for assisting the body in conducting its business and achieving its purpose(s). The Chair has only those powers and duties prescribed in the body’s bylaws and rules. *See RONR § 47:5-20.* Also, a common title referring to the presiding officer of a deliberative assembly, or the temporary occupant of that position and the individual performing those duties during a meeting.

City. Referring to the City of Minneapolis; legally, a municipal corporation of the first class operating under a home-rule charter that was first enacted in 1920 pursuant to Minnesota Constitution, art. XII, §§ 3 and 4, and the provisions of Minnesota Statutes, Chapter 410. When referring to this legal entity, the word is capitalized, as *City* or *the City*.

City Administration. A term referring to the collection of operating departments that constitute the executive branch of the city government under the general oversight and direction of the Mayor, pursuant to City Charter § 7.1(c)(2) and Minneapolis Code of Ordinances § 12.100. Also referred to as the Administration.

City Attorney. The City Attorney is the chief legal officer of the City of Minneapolis. In that capacity, the City Attorney is the attorney and counselor-at-law for the Mayor, City Council, all municipal officers, all City boards and commissions, as well as all City departments and divisions. The City Attorney is the head of the Office of City Attorney which functions as the City’s legal department.

City Charter. The City Charter is the primary governing authority under which the City of Minneapolis is created and exists. The City Charter functions like the constitution of the City and may regulate all municipal functions as fully as the State might have done prior to the enactment of home rule authority in 1896. While it does many things, among the most important are: (1) it defines the authority and powers of the municipal corporation (City Charter art. I § 1.3 and 1.4); (2) it prescribes the municipal corporation’s operating structure; and (3) it specifies official processes by which the municipal corporation takes action.

City Clerk. The City Clerk is the secretary of the municipal corporation (the “City”) and of its governing body, the City Council and Mayor. The City Clerk is responsible for the administration of elections, the management of enterprise information assets, and the coordination of legislative support services for the City Council and its Committees. *See also Executive Secretary.*



City Council. The City Council is the City's legislative and primary policy-making body. Pursuant to Article IV of the City Charter, the City Council holds legislative, policymaking, and oversight powers and has authority to enact, amend, or repeal local laws to govern the community and public policies to regulate the municipal corporation. Its official functions are focused on translating public will, priorities, and values into codified laws and policies.

City Operations Officer. The City Operations Officer (COO) functions in a capacity similar to that of a city manager or city administrator. Under the Mayor's leadership, the COO is responsible for planning, organizing, coordinating, and ensuring the effective operation of the City enterprise. The COO is the head of the Office of Public Service, providing a unified chain of command, clear accountability, and coordinated service planning and delivery for all departments not engaged in community safety functions.

Code of Ethics. The City's Code of Ethics, codified in Chapter 15 of the Minneapolis Code of Ordinances, is as an ethical guide with aspirations that reflect the City's values as well as specific rules that regulate the conduct of the City's operations.

Code of Ordinances. The compilation of municipal law enacted by the City Council and Mayor which is organized as a comprehensive legal code for the City of Minneapolis and arranged by subject matter.

Committee. As defined in *Robert's Rules of Order, Newly Revised*, a body that consists of one or more members of a deliberative assembly or society appointed or elected to consider, investigate, or take action in regard to certain matters or subjects, or to do all of these things. *See RONR § 50:1.*

Community Safety Commissioner. The Community Safety Commissioner is the head of the Office of Community Safety which provides a unified chain of command, clear accountability, and coordinated service planning and delivery among the City's departments focused on community safety functions, under the Mayor's leadership and direction.

Conflict of Interest. A conflict in which the personal interest of a public official, officer, or employee, pecuniary or otherwise, interferes or compromises, or may interfere or compromise, or which may adversely influence the exercise of official duties or discretion. Local officials and employees may not participate in making or attempting to influence the making of any City decisions, actions, or transactions in which they have a financial interest. Conflicts are addressed under the Ethics Code [§ 15.40], which provides guidance on making disclosures for actual and potential conflicts.

Consensus. In a parliamentary context, consensus refers to general agreement, often achieved without a formal vote, where no member objects, though it doesn't require full approval from everyone (unlike unanimity). It involves collective acceptance or broad acceptance of a proposal by its members.

Consent. A parliamentary term which connotes general assent to a proposal or pending question, though not necessarily an implication of agreement on all points. *See RONR § 4:58-63.*

Consent Agenda. A separate component part or section of a meeting agenda that is composed of one or more routine, non-controversial items presented for action under a single motion and vote. *See RONR § 41:32.*

Convene. A parliamentary term which connotes the official opening of a meeting of a deliberative body. *See RONR § 3:15.*

Debate. In a parliamentary context, refers to discussion about a proposal or subject matter that is pending action by a deliberative, decision-making body during a duly constituted meeting of its members. *See RONR § 43.*

Decorum. In a parliamentary context, refers to the proper order in conducting business and the accepted rules of etiquette in group decision-making forums. *See RONR § 43:19-28.*

Delete from the Agenda. A parliamentary motion that, if adopted, removes a matter from the agenda without further action, thereby effectively killing that item and removing it from the agenda.

Department. The major organizational unit within the City enterprise to structure its operations, delegate and assign powers and functions, and to allocate resources as provided in City Charter § 7.2(a) and (b) and MCO § 12.100. Departments within the executive branch operating under the general direction and supervision of the Mayor are referred to, collectively, as the Administration.



Department Head. The principal officer of each department who exercises both general and detailed management and control for the operations of their respective department, as provided under City Charter § 7.2(b) and MCO § 12.110.

Dissolution. The formal process of terminating an ABC.

Elected Seat. A seat on a City ABC which is reserved for an elected official, either by law or under the enabling legislation creating the body (e.g., an *ex officio* seat where the specific qualifying factor is that the occupant of that position is an elected official). For details, *refer to the ABC Operations Manual § 1.1(e)*.

Enabling Legislation. The official act that establishes, organizes, and delegates specific powers and functions to an appointed body. For appointed bodies classified in Tier 2 and Tier 5, the enabling legislation is an ordinance; for appointed bodies in Tier 3 and Tier 4, the enabling legislation is a resolution.

Enterprise. A term referring to the City of Minneapolis as an organization, inclusive of its elected and appointed officials, offices and departments, boards, commissions, etc. Contrast this with Administration, which refers specifically to those offices and departments which are under the direction and supervision of the Mayor and which are therefore part of the executive branch of the City government.

Executive Secretary. The City Clerk is designated as Executive Secretary for the City's ABCs. The Executive Secretary, or their designee, is responsible for planning, organizing, and managing ABC meetings and the ABC's clerical and recordkeeping functions. *See MCO § 10.90(a)*.

General Seat. A seat on a City ABC that is appointed by the City Council and Mayor without qualifications, restrictions, or other requirements. For details, *refer to the ABC Operations Manual § 1.1(e)*.

Germane. A parliamentary term which connotes a relevancy or pertinent relationship between a pending proposal or motion and a proposal to amend that proposal or motion. Any amendment must be *germane*—that is, relevant or related to—the underlying proposal in the original main motion. *See RONR §§ 4:30; 12:6; and 43:20*.

Independent Bodies. Tier 1 and 2 bodies are referred to as independent bodies because they have been delegated some degree of autonomy and independence within a defined area of municipal policy. Within the subject-matter jurisdiction defined in their enabling legislation, Tier 1 and 2 bodies have certain decision-making authorities. The degree of autonomy and independence may be determined by applicable state law or City Charter.

Legislative Information Management System (LIMS). An electronic, web-based repository used to manage, track, and publish documents related to the meetings of the Minneapolis City Council and its Committees as well as the City's Appointed Boards & Commissions (ABCs) thereby improving public notice, access, and transparency in government decision-making functions. Key system components include a comprehensive calendar of meetings, various notices, meeting agendas and reports, legislative files, and more.

Majority. In a parliamentary context, the term *majority* means “more than half” and when used in reference to voting without further qualification, it means more than half of the legal votes cast by qualified members entitled to vote, excluding blanks and abstentions. *See RONR § 44:1*.

Marked Agenda. An annotated version of the agenda for a public meeting showing member attendance as well as disposition of each item that is produced following adjournment (generally within 24 hours).

Mayor. The Mayor is the City's Chief Executive Officer as provided in Article VII of the City Charter. The Mayor's functions primarily fall into three capacities: (1) providing coordinated direction for all City departments, boards, and commissions; (2) serving as head of the City's Administration with the ultimate responsibility for implementing and enforcing all laws, ordinances, and policies; and (3) acting as the primary representative and official spokesperson of the City of Minneapolis.

Meeting. For purposes of public bodies subject to regulation under the Minnesota Open Meeting Law [Minn. Stat. Ch. 13D], the Minnesota Supreme Court has declared that a *meeting* is “a gathering of a quorum or more members of the [body], or a quorum of any committee, subcommittee, etc., thereof, at which members discuss, decide, or receive information as a group



on issues relating to the official business of that body.” [*Moberg v. Independent School Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983)]. The Minnesota Open Meeting Law requires meetings of public bodies subject to its regulation be open to the public and conducted in a public place within the territorial confines of the public body. [*Quast v. Knutson*, 276 Minn. 340, 341, 150 N.W.2d 199, 200 (1967)]. In a parliamentary context, a meeting is a single official gathering of at least a quorum of members [of a deliberative assembly] in one room or area to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a short recess (for the purpose of transacting business). See *RONR § 8.1-2*. For details on meeting types and notice requirements, refer to *ABC Operations Manual §§ 6.1 and 6.2*.

Minutes. The official record of a meeting. See *RONR § 48:1*. For details about required content of minutes for ABC meetings, refer to *ABC Operations Manual § 6.7(c)*. As defined in *RONR*, meeting minutes are “a record of what was done, not what was said,” and should focus on the decisions, actions, and votes taken during a meeting. Minutes are not a transcript.

Motion. A parliamentary term referring to a formal proposal that a deliberative body consider certain action. See *RONR § 3:22*.

Officers. Officers refers to those individuals who are elected or appointed to hold specific positions of responsibility for the ABC. At minimum, each ABC must have a chair and a vice-chair, as provided in its bylaws and procedural rules. Officers are responsible for the general affairs and conduct of business by the ABC. Officers have only those duties and functions assigned to them by the body’s enabling legislation, its bylaws, or its rules, and nothing further.

Official Act. For purposes of the City’s Appointed Boards & Commissions (ABCs), an *official act* means all motions, actions, and decisions taken by vote, regardless for form or format, on issues, matters, or subjects that are within that body’s delegated jurisdiction as defined by its enabling legislation. For more information, refer to *RONR § 3:21-29, pp 24-26*.

Open Appointments. The City’s Open Appointments Policy, codified in MCO § 10.10, creates the procedure through which the City advertises, recruits, selects, and makes appointments of individuals to the City’s ABCs. The principles of this policy aim to assure that the most suitable candidates are appointed following an equitable process, that the process is consistently administered, and that information about the appointment process if available to interested individuals. The Open Appointments Policy applies to all ABCs created under the authority of the City Council and Mayor and operating within the City enterprise unless specifically exempted by other lawful action.

Open Meeting Law. Codified under Minnesota Statutes, Chapter 13D, this law defines the various types of meetings of public bodies subject to its regulation and the requirements for such meetings. See also the definition of *Meeting* in this glossary.

Order of Business. The established framework, usually prescribed in the bylaws or rules, within which all matters are presented for consideration during formal meetings. See *RONR § 41*.

Ordinance. An ordinance is an official legislative act of a municipal corporation that has the force and effect of law; it is the equivalent of a municipal statute (thus, a local law). An ordinance is passed by City Council with the affirmative vote of at least a majority of the fixed membership of the body (a minimum of 7 affirmative votes) unless a higher vote threshold is required by law. Once passed by Council, an ordinance must be approved by the Mayor, pursuant to City Charter § 4.4(c). If passed by Council and approved by the Mayor, it must be attested by the City Clerk and published in the City’s official newspaper before becoming legally effective, after which it is said to be enacted. Refer to *Code of Ordinances*.

Organizational Meeting. The first convening of an organized body (ABC) subsequent to its creation. Also, the annual meeting of a body when members organize for the conduct of business, usually through the election of officers and other organizational matters.

Participant Agreement. A document that is signed by a pending member as part of their on-boarding requirements prior to being seated on an ABC. It specifies the City’s expectations of service by ABC Members as well as the duties and responsibilities assumed by ABC Members as part of accepting the City’s appointment to a City ABC. Any ABC Member who fails or refuses to abide by the terms of the participant agreement may be removed by the Appointing Authority, if not otherwise prohibited by law. Section 4.2 of Manual.

Presiding Officer. A parliamentary term referring to the chair of an ABC (or the temporary or acting chair of its meeting(s)). See *RONR § 47:5-47:20, pp 426-434*.



Previous question. A parliamentary motion which, if adopted, closes debate and brings the immediately pending question forward for consideration and final vote. *See RONR § 16.*

Public Comment Period. A public comment period is a meeting or portion of a meeting which provides for the receipt of public comments on a specific subject matter. A public comment period is scheduled at the discretion of the ABC, subject to the same legal notice requirements as the underlying meeting type; generally, a three-day notice period.

Public Hearing. A public hearing is a meeting or portion of a meeting which is required by law and enables the public to testify on a specific subject matter. Where a public comment period is discretionary, a public hearing is required under applicable state law, charter, ordinance, or other legal provision. A public hearing is subject to the same notice requirements as the underlying type of meeting or according to notice requirements according to law based on the subject matter, generally whichever is greater. A public comment period never substitutes for a public hearing.

Qualified Seat. A seat on a City ABC that has specific qualifications, restrictions, or other requirements that are in addition to those which generally apply uniformly to all seats. These additional qualifications must be met in order to be considered for appointment. For details, *refer to the ABC Operations Manual § 1.1(e).*

Question. In a parliamentary context, a term that refers to the proposal or motion pending consideration before a deliberative body. A motion, when stated by the presiding officer, becomes the *question* to be decided by formal action of the body. *See explanation for handling of a motion, RONR § 4, pp 28-38.*

Quorum. A parliamentary term which means the minimum number of a deliberative body's members who must be present to constitute a valid meeting for the consideration and transaction of business. *See RONR § 40.*

Recess. In a parliamentary context, refers to a temporary intermission or short break in the meeting of a deliberative body which does not terminate its official proceedings. *See RONR § 20.*

Reconsideration. A parliamentary motion which, if adopted, has the effect of restoring a prior decision before the body to be considered again, frequently to address some new information or perspective that was unknown at the time the original vote was taken on the matter. The motion to reconsider can only be made by a member voting with the prevailing side during the first instance, must be made during the same meeting before adjournment, and requires a majority vote for adoption. Once a motion to reconsider has been adopted or rejected, no further motion to reconsider the same matter is in order except by unanimous consent of all members present for the meeting. *See RONR § 37.*

Resolution. A resolution is an official act that expresses the formal position of the body on a particular issue, proposal, or subject matter within its delegated jurisdiction as defined by its enabling legislation. *Refer to Official Act.*

Roll Call Vote. A voting method in which the name of each member and their vote on a specific question are registered in the official record of a meeting. The procedure is as follows: the secretary calls the name of each member aloud and the member announces their vote in response; the vote should be one of the following: aye (affirmative); nay (negative); or abstain (neither affirmative or negative). After all names have been called and all votes announced, the secretary announces the total number of votes in the affirmative, in the negative, the number abstaining, and the number of any absent from the meeting. The presiding officer is always called last in a roll call.

Rules. Rules prescribe uniform, predictable, and consistent guidance for how ABC meetings are planned, organized, and conducted in a manner that is open, accessible, and fair to all parties. The standardized ABC Rules are based on principles contained in the current edition of *Robert's Rules of Order, Newly Revised* that have been simplified to address the most common needs of the City's ABCs.

Staff Liaison. An employee within the City's Administration assigned the primary duty of providing support for an ABC and its operations.

Vice Chair. One of two officers required for the City's ABCs. The Vice-Chair has the primary responsibility for assisting the Chair in planning, organizing, and facilitating the work of the ABC and for assuming and performing the duties and responsibilities of the Chair whenever required.



Voice Vote. A voting method in which Members orally declare their position on a specific question and the presiding officer determines the majority and declares the outcome. In contrast to a roll call vote, the record reflects only whether a question passes or fails and not individual votes of the Members. Voice votes are the standard voting method used in committee; roll call votes are the standard voting method in the full City Council.

Vote. The formal declaration by an ABC Member to register support, opposition, or abstention with regard to a specific proposal or question under consideration.

Working Group. Tier 4 bodies are also referred to as working groups because their primary function is to address a specific and limited topic or subject matter during a defined period of time and automatically terminate upon the completion of the assigned function or the expiration of the defined time period as provided in the enabling legislation. *See MCO § 10.20(b)(4).*



APPOINTED BOARDS & COMMISSIONS

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EXHIBITS

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EXHIBIT A. Tier 3 or 4 Appointed Body Enabling Resolution Template

RESOLUTION By [CM LAST NAME]

Establishing a [INSERT NAME OF ABC].

Whereas, pursuant to authority under Minneapolis Code of Ordinances, Title 2, Chapter 10, the City Council and Mayor have authority to establish boards, commissions, and other advisory bodies and to delegate to such bodies duties to provide for direct community participation in the City's governance and decision-making processes; and

Whereas, [insert contextual information explaining the necessity for and purpose of the new ABC];

Whereas, [insert additional contextual information explaining the necessity for and purpose of the new ABC];

Whereas, [insert additional contextual information explaining the necessity for and purpose of the new ABC];

Now, Therefore, Be It Resolved by The City Council of The City of Minneapolis:

Section 1. *Purpose.* That the ABC NAME (hereinafter the "ACRONYM") be and hereby is re-established to provide advice and recommendations to the City Council and Mayor on GENERAL PURPOSE STATEMENT.

Section 2. The ACRONYM shall be organized and shall operate as follows:

- (a) *Classification.* The ACRONYM is organized and shall be classified as a Tier [3 or 4] body, pursuant to Minneapolis Code of Ordinances (MCO) § 10.20.
- (b) *Powers, duties, and responsibilities.* The ACRONYM, in fulfilling its general purpose, shall have the following powers, duties, and responsibilities:
 - (1) Detail.
 - (2) Detail.
 - (3) Detail.
 - (4) Detail.
 - (5) Detail.
 - (6) The ACRONYM shall have only the powers, duties, and responsibilities expressly given but may do those things necessarily implied to carry out the foregoing powers, duties, and responsibilities.
- (c) *Membership.* The ACRONYM shall be composed of Number (##) members to be appointed to seats as follows:
 - (1) *Council nominations.* NUMBER (##) seats shall be nominated by the City Council, as follows: **<CLERK NOTE: Thirteen (13) Ward-based seats are recommended. One for each Ward.>**
 - (A) Seat 1: Ward 1 representative
 - (B) Seat 2: Ward 2 representative
 - (C) Seat 3: Verbiage
 - (D) Seat 4: Verbiage
 - (2) *Mayoral nominations.* NUMBER (##) seats shall be nominated by the Mayor, as follows: **<CLERK NOTE: Two (2) Mayoral seats are recommended. Seat numbers continue from the last Council seat number.>**
 - (A) Seat [#]: Mayoral representative
 - (B) Seat [#]: Mayoral representative

- (3) *Qualified nominations.* NUMBER (##) seats requiring specific professional, occupational, or other qualifications, shall be nominated by the DEPARTMENT, as follows: *<CLERK NOTE: A maximum of eight (8) qualified seats, if any, are recommended for Tier 3 & 4 bodies. The specific qualifications should be identified for each seat. Seat numbers continue from the last Mayoral seat.>*
 - (A) Seat [#]: A member with...relevant experience
 - (B) Seat [#]: An organization representative
 - (C) Seat [#]: Verbiage

Members nominated for qualified seats are subject to appointment by formal action of the City Council and Mayor.
 - (4) *External appointments.* NUMBER (##) seats shall be appointed by other organizations, as follows: *<CLERK NOTE: A maximum of four (4) external seats is recommended. For each of these seats, the appointing organization must be specifically identified. As a City body, there should be few, if any, external appointments that are not made by the City itself. Seat numbers continue from the last Qualified seat.>*
 - (A) Seat [#]: “External Entity” representative
 - (B) Seat [#]: Verbiage
 - (C) Seat [#]: Verbiage

Members appointed by other organizations shall be processed through the standard legislative process requiring such selections to be received and filed by the City Council.
 - (5) A public hearing [will or will not] be required to approve appointments.
 - (6) All seats nominated by the Mayor, City Council, or DEPARTMENT shall be appointed through the standard legislative process requiring formal action by the City Council subject to approval of the Mayor, pursuant to City Charter § 4.4.
 - (7) *Open Appointments.* All members nominated by the Mayor, City Council, or DEPARTMENT shall be selected through the City’s Open Appointments policy, pursuant to MCO § 10.50.
 - (8) *Terms.* All members shall serve terms of two (2) years. In order to stagger the expiration of terms, original appointments shall be for terms of one (1) or two (2) years, as determined by the City Clerk. Thereafter, appointments shall be made for terms of the full two (2) years.
 - (9) *Compensation.* ACRONYM members serve without compensation. Members may receive reimbursement for necessary travel and parking to the extent that such appropriations have been allocated in the budget of the supporting department.
 - (10) *Vacancies.* Any vacancy occurring before the end of a term shall be filled for the balance of the unexpired term in the same way as the initial appointment.
 - (11) *Removal.* Except as otherwise established by law, all ACRONYM members shall serve at the pleasure of the Appointing Authority.
- (d) *Leadership.*
- (1) The Mayor shall designate the first Chair of ACRONYM before its first meeting, who may but is not required to be a mayoral nominee. The ACRONYM shall, as part of its initial organizational meeting, select from the membership a Vice-Chair. At each subsequent annual organizational meeting, the ACRONYM shall select from the membership both a Chair and a Vice-Chair.
 - (2) The Chair and Vice-Chair are responsible for providing facilitative leadership to enable the ACRONYM to conduct its assigned duties and responsibilities effectively. The Chair and Vice-Chair shall have only those powers specifically provided in the body’s bylaws and rules and retain the same responsibilities as all other members.
- (e) *Executive Secretary.* As provided in MCO § 10.90, the City Clerk shall be the executive secretary of the ACRONYM and, in that capacity, shall be responsible for its general recordkeeping and clerical functions, which the City Clerk may delegate to a designee to perform.
- (f) *Quorum.* A majority of the total number of seats on the ACRONYM shall constitute its quorum for the purpose of meeting and the conduct of business, regardless of any vacancies.
- (g) *Attendance.* All members shall endeavor to attend all meetings of the ACRONYM. If a member is consecutively absent from a number of meetings that is greater than one-third (1/3) of the body’s regularly scheduled meetings in a calendar year (January through December), that fact shall be reported to the City Clerk, who shall advise the Appointing Authority and the Appointing Authority may take any action it deems appropriate up to and including removal of the member, if not prohibited by law.



Section 3. The DEPARTMENT shall be the department within the City Administration, subject to the direction of the Mayor, that shall have primary responsibility for supporting the ACRONYM in the performance of its delegated duties and responsibilities. The DEPARTMENT shall provide administrative, logistical, operational, and other support services and resources needed by the ACRONYM in the conduct of its functions, including the management of any appropriated funds for the ACRONYM.

Section 4. *Bylaws.* As provided in MCO § 10.100(a), the ACRONYM shall operate under a standardized set of bylaws approved by the City Council and Mayor, and they may be amended by the City Council and Mayor from time to time. Any deviation from the standardized bylaws must be approved by the City Council and Mayor before becoming effective. The original bylaws, and any amendments thereto, shall be filed with the City Clerk, which shall be deemed the official copy of the body's bylaws for all purposes.

Section 5. *Reporting requirements.*

- (a) *Work Plan.* The ACRONYM shall submit an annual work plan at the end of each fiscal year to the City Council and Mayor. The work plan is a planning document that specifies how the ACRONYM will accomplish its objectives during the next fiscal year, including an identification of planned activities.
- (b) *Annual Report.* The ACRONYM shall submit an annual report to the City Council and Mayor summarizing the body's activities taken during the prior fiscal year, which shall be submitted by no later than January 31 each year. The annual report shall include an assessment of the body's performance as well as any accomplishments, challenges, and opportunities addressed during the prior year.

Section 6. *Effective date.* The re-establishment of the ACRONYM shall take effect on DATE. *<CLERK NOTE: For Tier 4 bodies, which are established for a specific and time limited purpose, this section should include a statement regarding when the body's service will conclude.>*

EXHIBIT B. Sample ABC Annual Recruitment & Vacancy Report

2/16/2026

SAMPLE 20xx ANNUAL RECRUITMENT and VACANCY REPORT

TIER	ABC NAME	TERM LENGTH	TERM START	VACANT SEATS	NOTES
	JANUARY				
NA					
	Board of Estimate and Taxation	4	1-Jan	0	All Elected
	Minneapolis Community Development Agency (MCDA)	4	1-Jan	0	Made up of all Council Members. Term matches elected term.
	City Canvassing Board	4	1-Jan	0	Made up of all Council Members. Convenes each new term to certify election results.
	Mississippi Watershed Management Organization*	4	1-Jan	4	Made up of 4 Council Members. Term matches elected term.
	Bassett Creek Watershed Management Organization*	3	1-Feb	0	Not recruiting
	Audit Committee	3	1-Jan	4	4-qualified. Also (3) Elected. May move to a Fall
TIER 1					
	Civil Service Commission	3	1-Mar	1	Seat 3 incumbent reapplying
TIER 2	none				
TIER 3	none				
TIER 4	none				
TIER 5					
	48th & Chicago	2	1-Jan	1	
	50th & France	2	1-Jan	1	
	54th & Lyndale	2	1-Jan	2	
	Bloomington-Lake Special Service District Advisory Board	2	1-Jan	1	
	Central Avenue Special Services District Advisory Board	2	1-Jan	1	
	Chicago Lake Special Service District Advisory Board	2	1-Jan	2	
	Dinkytown Special Service District	2	1-Jan	1	
	East Lake	2	1-Jan	3	
	Eat Street	2	1-Jan	1	
	Linden Hills	2	1-Jan	0	
	Lowry Hill	2	1-Jan	0	
	Lyndale-Lake	2	1-Jan	0	
	Stadium Village	2	1-Jan	2	
	Uptown	2	1-Jan	1	
	West Broadway	2	1-Jan	2	
	MARCH				
NA					
	Audit	3	1-Jan	TBD	Direct Links - TBD on Open Appt
	Minneapolis Workforce Development Board (MWDB)		1-Jul	12	TBD on number
TIER 1	none				
TIER 2					
	Community Commission on Police Oversight	4	1-Jun	1	Seat 9
TIER 3					
	Bicycle Advisory Committee	2	1-Jul	10	reformed
	Community Environmental Advisory Commission	2	1-Jul	TBD	Hold-TBD
	Homegrown Minneapolis Food Council	2	1-Jul	12	reformed
	Minneapolis Advisory Committee on Aging	2	1-Jul	8	reformed
	Minneapolis Advisory Committee on Housing	2	1-Jul	12	reformed
	Minneapolis Advisory Committee on People with Disabilities	2	1-Jul	7	reformed
	Minneapolis Arts Commission	2	1-Jul	17	reformed
	Pedestrian Advisory Committee	2	1-Jul	11	reformed
	Public Health Advisory Committee	2	1-Jul	11	reformed
	Capital Long-Range Improvement Committee	2	1-Apr	All-TBD	Re-establishing in 2026. TBD on recruitment.
TIER 4					
	Safe and Thriving Communities Work Group	10	1-Jul	4	
	AUGUST				
NA					
	Anti-Displacement Community Prosperity Program Board*		1-Jan	1	Mayoral nominee
	Audit Committee - FUTURE	3	1-Jan	0	4-qualified. Elected
	Charter Commission	4	1-Jan	0	External Appointing Authority



2/16/2026

SAMPLE 20xx ANNUAL RECRUITMENT and VACANCY REPORT

TIER	ABC NAME	TERM LENGTH	TERM START	VACANT SEATS	NOTES
	Family Housing Fund (LIMS update needed?)*	4	1-Jan	0	CM/Mayor decided at First Org Mtgs
	Metropolitan Airports Commission	4	1-Jan	0	Mayor or Mayor designee
	Minnesota Ballpark Authority*	4	1-Jan	0	Mayoral nominee
	Minnesota Sports Facilities Authority*	4	1-Jan	0	Mayoral Appointment (designee) / SoS form
	Shingle Creek Watershed Management Commission	3	1-Feb	0	
TIER 1					
	Local Board of Appeal and Equalization (LBAE)	1	1-Jan	3	
	Minneapolis Public Housing Authority*	2	1-Jan	3	
	Ethical Practices Board (EPB)	3	3-Jan	2	External Appointing Authority.
	Planning Commission	2	1-Jan	2	Additional Elected.
	Heritage Preservation Commission	3	1-Jan	3	
	Minneapolis Commission on Civil Rights (MCCR)	2	1-Jan	7	
	Zoning Board of Adjustments	2	1-Jan	3	
TIER 2					
	Neighborhood Revitalization Program (NRP) Policy Board	2	1-Jan	10-Ext	Mayoral designee/ CM/ External.
TIER 3					
	Northside Green Zone Task Force	2	1-Jan	TBD	TBD-hold
	Southside Green Zone Council	2	1-Apr	TBD	TBD-hold
	Workplace Advisory Committee	2	1-Jan	TBD	TBD-hold
	*Minneapolis appoints to this meeting body, but does not manage its meetings				

EXHIBIT C. ABC Member Participant Agreement

CITY OF MINNEAPOLIS APPOINTED BOARDS AND COMMISSIONS PARTICIPANT AGREEMENT

This Participant Agreement (“Agreement”) is between the City of Minneapolis (“City”) and _____
(hereinafter “Member”).

Whereas, the City has established Appointed Boards and Commissions (ABC’s) to provide an avenue for community engagement and resident participation in the City’s decision-making process, and

Whereas, the Member has been appointed to _____, one of the City’s ABC’s (hereinafter “the Body”), and

Whereas, the community and residents expect City government to be fair, ethical, and accountable,

Whereas, Minneapolis Code of Ordinances § 10.80 provides that “[a]ll members shall sign a participant agreement acknowledging the duties and responsibilities of the appointment,” and

Whereas, this Agreement sets forth duties and responsibilities assumed by the Member as part of accepting the City’s appointment of Member to the Body,

Now, Therefore, the City and the Member agree as follows:

1. Member undertakes the privileges and responsibilities of being a member of the Body freely and voluntarily. Member agrees to undertake these duties with professionalism, diligence and due care.
2. Member understands that the Body exists to serve and advance the needs of the community and all residents and not the Member’s personal interests. Member will use their appointed position to advance community needs and not personal interests.
3. Member agrees to treat fellow ABC Members, City staff, elected officials, and members of the public with courtesy, respect, and professionalism both during meetings of the Body and while conducting the work of the Body outside of formal meetings.
4. Member agrees to respect and abide by the final decisions of the Body, even if Member is not part of the majority that voted for the decision.
5. Member agrees to comply with the City’s Ethics in Government code, Minneapolis Code of Ordinances Chap. 15, and to attend ethics training before serving on the Body. This includes, but is not limited to, disclosing and refraining from participating in any matter where Member has a conflict of interest.
6. Member agrees to make their best effort to attend the Body’s meetings regularly. Member agrees that, when absence is unavoidable, Member will communicate with the Body’s leadership and City staff.
7. Member agrees to timely disclose any change in circumstances that may affect Member’s eligibility for membership in the Body, including but not limited to a change in city of residence.
8. Member understands that the Body is performing a government function and that data created or received in the performance of the Body’s work is government data under the Minnesota Government Data Practices Act, Minn. Stat Chap. 13. Member agrees to comply with the requirements of the Act. If Member receives a request for data, Member will not supply data but instead Member will promptly advise City staff and comply with staff directions regarding the proper response. If staff receives a request for government data in Member’s possession, Member will cooperate with staff including providing all requested data to staff.



9. Member understands that the Minnesota Government Data Practices Act includes a presumption that much of the Body's data, including electronic communications between members about the Body's work, is public data. Member agrees to conduct themselves at all times with courtesy and professionalism in a manner appropriate to the fact that such communications may be made available to the public.
10. Member agrees to cooperate with the City Clerk or designee in the creation and preservation of official records documenting the Body's work.
11. Member understands that, in particular circumstances and where otherwise authorized by law, Member may be provided with data that is not public. If Member is authorized to and does receive such data, Member agrees to keep it strictly confidential. Member will not disclose not public data for any reason and will use the data only for the purpose for which it was provided. Member will destroy or return not public data when requested to do so. Member agrees that this promise to hold not public data in strict confidence continues after Member is no longer serving on the Body.
12. Member understands that the views of one member do not represent the views of the Body. Member agrees to refrain from speaking or acting or purporting to speak or act on behalf of the Body unless expressly authorized to do so.

Member's name (print): _____

Signature: _____

Date: _____

EXHIBIT D. Sample ABC Annual Operating Calendar

SAMPLE 20xx ABC ANNUAL OPERATING CALENDAR

QUARTER 1

JANUARY	LEAD	ACTION / EVENT	NOTES
1/1/20xx	ABC Admin, (ITD)	New Terms Start: Tiers 1, 2 & NA from Fall Recruitment. Members must complete all on-boarding prior to being seated.	Term Start may vary per enabling legislation. Actual member start dates vary.
1/1/20xx	ABC Admin, (ITD)	New Terms Start: Elected officials from T1 & NA.	Actual member start dates vary.
1/1/20xx	ABC Admin, (ITD)	New Terms Start: Tier 5 (SSD). Actual recruitment happens in January. Members will be seated as they go through the Appointment Process and on-boarding.	Actual member start dates vary.
1/2/20xx	ABC Admin, (All City Partners)	Winter Recruitment Open: vacancies are published on "Current Openings" page and applications are being accepted. Recruitment runs from January 2-25.	Focus: Special Service Districts (T5) and a few Policy Boards (T1 & NA). Refer to Recruitment Calendar 2026 for specific boards.
1/7/20xx	ABC Admin	Winter Recruitment City Clerk GovDelivery notice published.	Wednesday
Weeks 1-4	ABC Admin	Winter Recruitment update to stakeholders.	individual communication
Weeks 1-4	Leg Clerks	Notify Tier 1, 2, & NA BSLs and ABC Admin of Council Member appointments to External Groups.	Beginning of each Council term
Weeks 1-4	BSLs/Leg Clerks	Annual 2026 Organizational Meetings held for Tier 1, 2, & NA ABCs.	
Week 1-2	ABC Admin	Kick-off meeting with ABC Staff Liaisons, Communications, NCR, and Constituent Services teams to develop recruitment strategy for all of 2026.	Adaptable campaign that can flex through the year.
Week 1-4	BSLs, Comms	ABC Staff Liaison's solicit testimonials (both video and written) from current ABC members for use in recruitment campaigns. Provide Tennessean forms.	Comms to coordinate video recording logistics.
1/25/20xx	ABC Admin	Winter Recruitment ends: vacancies unpublished on "Current Openings" page at 11:59 PM.	
1/28/20xx	ABC Admin	Pre-vetting of Winter Recruitment candidates completed. Applications released to Departments for rankings, recommendations, and nominations.	Focus: Screening for waivers
1/28/20xx	ABC Admin	ABC Board Staff Liaison Quarterly Meeting (Q1)	Wednesdays 9:30 AM
1/31/20xx	ABC Admin, (ITD)	Expiring Terms end January 31 for Watersheds BCWMC & SCWMC	
FEBRUARY			
2/1/20xx	ABC Admin, (ITD)	New Terms Start: Watersheds BCWMC & SCWMC	Actual member start dates vary.
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons	Based on quarterly focus
Weeks 1-4	BSLs	Continued if needed: Annual 2026 Organizational Meetings held for Tier 1, 2, & NA ABCs.	Primary focus: Electing Officers.
Week 1	BSLs	Continued if needed: ABC Staff Liaison's solicit testimonials from current ABC members for use in future recruitment. Provide Tennessean forms and space for video recording and writing testimonials.	
Placeholder only in 20xx	City Clerk	Clerk's Periodic ABC Review to Council and Mayor. The purpose of this review is to assess whether ABCs continue to perform a valuable function for the City, their enabling legislation be revised, or the body dissolved.	Not taking place in 2026. Focus is Tier 2, 3, & 4. Review is a recurring 3-year cycle for each ABC.
2/11/20xx	BSLs	Winter Recruitment Department rankings, recommendations, and Qualified nominations due to ABC Admin.	On-going
2/13/20xx	ABC Admin	Winter Recruitment Department rankings compiled and delivered to the Nominating Authorities if applicable (typically Council or Mayor) for selections. Decisions submitted to ABC Admin.	Appointment & Legislative RCAs created by BSLs as nominations are confirmed by ABC Admin.

2/23/20xx	Comms, (ABC Admin)	Communications completes campaign design and releases materials for Spring and future recruitments. Provides a media schedule to ABC Admin.	
2/25/20xx	Council Staff, BSLs	Council staff & BSLs start posting content to newsletters and socials for Spring Recruitment.	
2/25/20xx	ABC Admin	Post Spring Recruitment notice on City Clerk GovDelivery	
2/25/20xx	ABC Admin	Spring Recruitment Kick-off update to stakeholders.	Ward-based seats. Largest recruitment effort of the year.
2/28/20xx	ABC Admin, (ITD)	Expiring Term Ends: Civil Service Commission (CSC).	One seat each year
MARCH			
3/1/20xx	ABC Admin, (All City Partners)	Spring Recruitment Open: vacancies are published on "Current Openings" page and applications are being accepted. Spring is the largest recruitment effort of the year. Recruitment is March 1-31.	Focus: Advisory Boards (T3). Refer to Recruitment Schedule 2026 for specific boards.
3/1/20xx	ABC Admin, (ITD)	New Term Start: Civil Service Commission (CSC).	One seat each year. Actual member start dates vary.
3/2/20xx	ABC Admin	Spring Recruitment City Clerk GovDelivery notice published.	
	ABC Admin	Spring Recruitment update to stakeholders.	Wednesday
3/4/20xx	ABC Admin	Spring Recruitment update to stakeholders.	Wednesday
3/18/20xx	ABC Admin	Spring Recruitment update to stakeholders.	Wednesday
3/25/20xx	ABC Admin	Spring Recruitment update to stakeholders.	Wednesday
3/31/20xx	ABC Admin	Spring Recruitment ends: vacancies unpublished on "Current Openings" page at 11:59 PM.	

QUARTER 2

APRIL	LEAD	ACTION / EVENT	NOTES
4/6/20xx	ABC Admin	Pre-vetting of Spring Recruitment candidates completed. Applications released to Departments for rankings, recommendations, and nominations.	Focus: Screening for waivers
4/17/20xx	BSLs	Spring Recruitment Department rankings, recommendations, and Qualified nominations due to ABC Admin.	
4/22/20xx	ABC Admin	Spring Recruitment Department rankings compiled and delivered to the Nominating Authorities (typically Council or Mayor) for selections. Decisions submitted to ABC Admin.	Appointment & Legislative RCAs created by BSLs as nominations are confirmed by ABC Admin.
4/29/20xx	ABC Admin	ABC Board Staff Liaison Quarterly Meeting (Q2)	Wednesdays 9:30 AM
MAY			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons	Based on quarterly focus
TBD	ITD	SPRING TECH LAB	
5/13/20xx	CM, Mayor, and their Staff, (ABC Admin)	Vetting of applicants completed. Final nomination selections submitted to ABC Admin for release to BSLs.	
5/14/20xx	BSLs	BSLs begin drafting Appointment RCAs	
Weeks 2-4	Enterprise-wide effort	Tier 3 & 4: City Council, Mayoral, and Department nominations are brought forward through the standard legislative process requiring formal action by the City Council subject to the approval of the Mayor for Appointment.	Focus: Onboarding and seating members
Weeks 3-4	Pending-members, BSLs, & ABC Admin	Tier 3 & 4: After Appointments, pending-members begin the onboarding process (Oath, Ethics Training, Participation Agreements and/or other requirements outlined in their enabling resolutions and bylaws).	Focus: Onboarding and seating members
5/31/20xx	ABC Admin, (ITD)	ARTS existing board ends (pre-reformed). All members' terms end.	Per Ordinance 2025-048. Re-established ARTS effective date is July 1, 2026.

JUNE			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons	Based on quarterly focus
Weeks 1-4	Enterprise-wide effort	Tier 3 & 4: Throughout June: City Council, Mayoral, and Department nominations are brought forward through the standard legislative process requiring formal action by the City Council subject to the approval of the Mayor for Appointment.	Focus: Onboarding and seating members
Weeks 1-4	Pending-members, BSLs, & ABC Admin	Tier 3 & 4: After Appointments, pending-members begin the onboarding process (Oath, Ethics Training, Participation Agreements and/or other requirements outlined in their enabling resolutions and Bylaws).	Focus: Onboarding and seating members
6/30/20xx	ABC Admin, (ITD)	Expiring Terms End: Re-established Tier 3 & 4 ABCs.	Staggered

QUARTER 3

JULY	LEAD	ACTION / EVENT	NOTES
7/1/20xx	ABC Admin, (ITD)	New Terms Start: Re-established Tier 3 & 4 ABCs from Spring Recruitment. All members must complete required on-boarding prior to being seated.	Staggered
Weeks 1-4	BSLs	Annual Organizational Meetings held for Tier 3 & 4 ABCs. First Organizational meetings for any newly created or re-established Tier 3 & 4 ABCs.	Focus: Electing officers
7/15/20xx	ABC Admin	Fall Recruitment list finalized with BSLs.	
7/15/20xx	ABC Admin	Schedule vacancies for Fall Recruitment publication.	
7/17/20xx	ABC Admin	Finalize Fall Recruitment Strategy with Communications & Public Works (ramps).	
7/20/20xx	Council Staff, BSLs	Council staff & BSLs start posting content to newsletters and socials.	No Ward-based seats
7/29/20xx	ABC Admin	ABC Board Staff Liaison Quarterly Meeting (Q3)	Wednesdays 9:30 AM
AUGUST			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons.	Based on quarterly focus
8/1/20xx	ABC Admin	Fall Recruitment Open: vacancies are published on "Current Openings" page and applications are being accepted. Recruitment runs August 1-31.	Focus: Policy Boards (T1, T2, & NA). Refer to Recruitment Calendar 2026 for specific boards.
8/3/20xx	ABC Admin	Fall Recruitment City Clerk GovDelivery notice published.	
Weeks 1-4	BSLs	Continued If needed: Annual Organizational Meetings held for Tier 3 & 4 ABCs. First Organizational meetings for any newly created or re-established Tier 3 & 4 ABCs.	Focus: Electing officers
8/12/20xx	ABC Admin	Fall Recruitment update to stakeholders.	Wednesday
8/19/20xx	ABC Admin	Fall Recruitment update to stakeholders.	Wednesday
8/26/20xx	ABC Admin	Fall Recruitment update to stakeholders.	Wednesday
8/31/20xx	ABC Admin	Fall Recruitment ends: vacancies unpublished on "Current Openings" page at 11:59 PM.	
SEPTEMBER			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons.	Based on quarterly focus
Weeks 1-4	ABC Admin	Individual meetings with Council Members and staff. Meet with Mayoral staff liaison.	Lessons learned from 2026
9/3/20xx	ABC Admin	Pre-vetting of Fall Recruitment candidates completed. Applications released to Departments for rankings, recommendations, and nominations.	Focus: Screening for waivers
9/24/20xx	BSLs	Fall Recruitment Department rankings, recommendations, and Qualified nominations due to ABC Admin.	
9/30/20xx	ABC Admin	Fall Recruitment Department rankings compiled and delivered to Council and Mayor for nomination selections. Decisions submitted to ABC Admin.	Appointment & Legislative RCAs created by BSLs as nominations are confirmed by ABC Admin
9/30/20xx	ABC Admin	Begin development of 2027 Recruitment Calendar	All City ABCs included

QUARTER 4

OCTOBER	LEAD	ACTION / EVENT	NOTES
Weeks 1-4	BSLs	2027 ABC vacancies Identified.	Alert ABC Admin
Weeks 1-4	BSLs	Identify potential dates and locations for 2027 ABC meetings. Add to ABC agendas for member voting.	
10/7/20xx	ITD	FALL TECH LAB	
10/26/20xx	Ethics Officer	Last day to notify ABC Admin via email, the finalist for the Ethical Practices Board (EPB) to guarantee 2026 appointment. ABC Admin will notify the City Council, Mayor, and their staff. ITD to post to Public LIMS (30-day public notice commences). Public Hearing scheduled within the 30 day period.	Dean of the University of Minnesota writes Appointment letter after Public Hearing and notice period. Received and Filed.
10/28/20xx	(ABC Admin)	ABC Board Staff Liaison Quarterly Meeting (Q4)	Wednesdays 9:30 AM
NOVEMBER			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons	Based on quarterly focus
Weeks 1-4	BSLs	Identify potential dates and locations for 2027 ABC meetings. Add to ABC agendas for member voting.	
11/9/20xx	ABC Admin, City Clerk	ABC Admin send email with NA & Policy boards requiring a Mayor Designee or a Mayoral nomination to the City Clerk.	Examples: Planning Commission, Family Housing Fund, NRP Policy Board, Anti-Displacement, MN Sports Facilities Authority, Confirm each year.
11/9/20xx	BSLs	Last day to submit nominations for ABC Appointments in 2026.	
Week 2 & beyond	Pending-members, BSLs, & ABC Admin	Tiers 1, 2, & NA: After Appointments, pending-members begin the onboarding process (Oath, Ethics Training, Participation Agreements and/or other requirements outlined in their enabling resolutions and Bylaws).	Focus: Seating members.
11/20/20xx	ABC Admin	2027 Annual Recruitment lists finalized between ABC Admin & ABC BSLs.	
11/25/20xx	ABC Admin	2027 Recruitment Calendar published.	Post to ABC website.
11/30/20xx	ABC Admin	Winter Recruitment list finalized with BSLs.	
DECEMBER			
Weeks 1-4	ABC Admin	Individual meetings with Board Staff Liaisons	Based on quarterly focus
Weeks 1-2	ABC Admin	Schedule vacancies for Winter Recruitment publication	
Week 2	ABC Admin, Comms, PW	Finalize Winter Recruitment Strategy with Communications & Public Works (ramps).	Smaller comms presence
12/11/20xx	ABC Admin	2027 ABC Program Annual Operating Calendar finalized.	Post to ABC website
12/15/20xx	BSLs	2027 ABC regular meeting dates (including time and locations) due to ABC Admin.	Received & Filed
12/15/20xx	BSLs	Add 2027 meeting dates and locations to LIMS.	
12/15/20xx	BSLs	2026 Annual Reports due to ABC Admin.	Received & Filed
12/15/20xx	BSLs	2027 Annual Work Plan due to ABC Admin.	Received & Filed
12/18/20xx	BSLs	Last guaranteed day to submit on-boarding for ABC Pending-Members to appear on a remaining December 2026 thru January 5, 2027 roster as a Member.	Holiday schedule
Week 4	Office of City Clerk	2027 Annual Work Plans & 2026 Annual Reports compiled for delivery to City Council & Mayor.	
12/31/20xx	ABC Admin, (ITD)	Expiring Terms End: Tier 1, 2, 5, NA, and some Elected.	Refer to Recruitment Calendar



EXHIBIT E. Agenda Item Submittal Form

In development...

EXHIBIT F. Sample Meeting Minutes (Template Generated from LIMS)

[ABC] Minutes
Regular Meeting
[Date – time]
[location]
[address]

Members Present: [Generated from the marked agenda]

Members Absent: [Generated from the marked agenda]

Staff: [Generated from the marked agenda]

Call To Order

1. Roll Call.
A quorum was declared present, as indicated above.
Quorum Present
2. Adoption of the agenda.

[Name] moved to adopt the agenda. On voice vote, the motion passed.
Action Taken: Adopted
3. Acceptance of minutes
[Include link from marked agenda]

[Name] moved to accept the minutes. On voice vote, the motion passed.
Action Taken: Accepted

Reports

1. [Subject as generated by marked agenda, including linked document]
[Include the names of presenters and a short summary of what was discussed.]

[Name moved to receive and file the report.] On voice vote, the motion passed.
Action Taken: Received and filed

Discussion

1. [Subject as generated by marked agenda, including linked document]
[Include the names of presenters and a short summary of what was discussed.]

[Name moved to adopt {subject}.] On voice vote, the motion passed.
Action Taken: Adopted

Adjournment

Without objection, the meeting was adjourned at [time].

EXHIBIT G. ABC Annual Report Template

PURPOSE

The [ABC] was established [or re-established] in [year] to provide advice and recommendations to the City Council and Mayor on [add text from enabling legislation].

MEMBERSHIP AND ATTENDANCE

1. The [ABC] is comprised of a total of [number] members.
2. During [year], the following individuals were appointed by the City Council and Mayor:
Seat [#]: [Name] as the [membership requirement]
Seat [#]: [Name] as the [membership requirement]
Seat [#]: [Name] as the [membership requirement]

The following external appointments were made by other organization(s):

Seat [#]: [Name] as the [membership requirement]
Seat [#]: [Name] as the [membership requirement]

3. As of December 31, [year], the following list reflects absences by members at regular meetings:
[List members and number of absences]

OFFICERS

The following officers were elected at the organizational meeting held [month, day, year]:
[Name], Chair; [Name], Vice Chair; and [Any additional officers as provided in the bylaws].

MEETINGS

The [ABC] conducted a total of [#] regular meetings and [#] special meeting(s) in [year], which were held at [location].
The special meeting was called to [list purpose for special meeting]

SUBJECTS CONSIDERED

The [ABC] considered the following matters during calendar year [year]:

1. [List topic].
2. [List topic]

STAFF SUPPORT

The [Department] was primarily responsible for supporting the [ABC] in the performance of its delegated duties and responsibilities. Assistance was provided to the board by the following staff:
[List names of staff liaisons]

BYLAWS

The following bylaws were approved by the City Council and Mayor on [date].

[Attach bylaws]