

ALCOHOL, GAMBLING & TOBACCO COMMISSION BYLAWS

SEPTEMBER, 2019

Rule 1. TIME OF MEETING

Regular meetings of the Commission shall be held on the first Wednesday of each month at 4:45 p.m. and shall normally be held in the City Council Chambers. Special meetings may be called by the President of the Commission and shall be called upon the request of at least four members of the Commission. Notice of all special meetings shall be made in advance and in accordance with the Minnesota Open Meeting Law to every member of the Commission by the Secretary and shall be delivered to the Assistant City Attorney appointed to serve as advisor to the Commission.

Rule 2. OFFICERS - DUTIES AND ELECTION

2.1 Titles. The officers of the commission shall be a President, Vice President, and Secretary. The President and Vice President shall be members of the commission.

2.2 President. The President, in addition to other duties provided for in these rules, shall preside at all meetings, exercise the same voting rights as the other commissioners, approve all reports to the city council, and carry out such other duties as are assigned by the Commission.

2.3 Vice President. The Vice President shall act in the absence or inability of the President to in such instances shall have the powers and function of the President.

2.4 Secretary. The Secretary shall be responsible for notifying all members of meetings, drafting and circulating agendas, performing research, preparing reports as are necessary to fully advise the Commission of all facts on matters before the Commission, keeping on file all official records and reports of the Commission, keeping a written record of Commission meetings, transactions and actions, serving required notice of all public hearings and public meetings, maintaining and circulating minutes, reporting on and attending to correspondence of the Commission and carrying out such other duties as are assigned by the Commission. The City Clerk, or the Clerk's designee, shall serve as Secretary.

2.5 Election of Officers. The election for President and Vice President of the Commission shall be elected yearly in January by the Commission members. No member shall serve more than two (2) consecutive terms as President.

Rule 3. QUORUM

At all meetings of the Commission four members shall constitute a quorum, but a less number may adjourn from time to time and compel the attendance of absent members.

Rule 4. ROLL CALL

At the hour appointed for any meeting, the presiding officer shall call the meeting to order and the Secretary shall proceed to call the roll, note the absentees and announce if a quorum be present.

Rule 5. ORDER OF BUSINESS

When a quorum is present, the order of business of the Commission shall be as follows:

- 1. Roll Call.**
- 2. Approval of minutes.**
- 3. Report of Committees.**
- 4. Communications.**
- 5. Unfinished business.**
- 6. New business.**
- 7. Opportunity for citizens to be heard.**

Rule 6. DUTIES AND PRIVILEGES OF THE PRESIDENT

The President shall preserve order and decorum and shall decide questions of order, subject however, to an appeal to the Commission.

Rule 7. CALLS TO ORDER

A member called to order shall immediately suspend their remarks unless permitted to explain. If they do not appeal, the decision of the President shall be deemed conclusive; but if the member chooses to appeal from the decision of the President, the Commission shall decide the point without debate.

Rule 8. PRECEDENCE OF MOTIONS

The precedence of motions shall be as set out in Roberts' Rules of Order.

Rule 9. COMMITTEES

All committees shall be appointed by the President or in their absence by the Vice-President unless otherwise decided by the Commission.

10. RULES AND HOW AMENDED

Rules may be amended or new rules adopted by a vote of 4/7th of the Commission.

Rule 11. ROBERTS' RULES OF ORDER TO GOVERN

In the absence of any rule upon any matters of business and except where inconsistent with these rules, the Commission shall be governed by Roberts' Rules of Order.

Rule 12. SUSPENSION OF RULES

These rules may be suspended by a 4/7th vote of the Commission.

Rule 13. AGENDA

Any business to be heard at any regular meeting of the Commission shall be on the agenda of the Commission. No item of business shall be placed on the agenda unless it is received by the City Clerk on or before the close of business, seven days preceding the day in which the meeting is to be held.