

# Rochester Public Utility Board Policy

## POLICY 5: BOARD PROCEDURES

### POLICY OBJECTIVE:

The Board's objective is to establish procedures governing the conduct of its meetings so that public input is encouraged, each Board member has equal opportunity to participate in decision-making, and the official actions of the Board are properly executed and recorded.

### POLICY STATEMENT:

1. **Regular Meetings.** The regular meeting of the Board normally will be scheduled for the last Tuesday of each month beginning at 4:00 p.m. Central Time. Unless otherwise established, all regular meetings of the Board will be held in the Community Room of the RPU Service Center located at 4000 East River Road N.E., Rochester, MN.
2. **Special Meetings.** Special meetings of the Board may be called for one or more purposes by the Board President. A special Board meeting may be requested by any member of the Board, by the General Manager, or by the President of the Common Council, and the Board President shall not unreasonably refuse to call such meeting. Board members and members of the public will be given at least three days' notice before the date of the meeting. For an emergency meeting, good faith efforts will be made to provide notice of the meeting (by telephone or by any other method used to notify the members of the public) to each news medium that has filed a written request for such notice, as defined by Minnesota law.
3. **Meeting Agendas.** The form and content of meeting agendas is essentially that of the Board, even though the agendas and supporting documentation are prepared by the management staff. To the greatest extent practical, agenda items initiated by any Board member or by the General Manager shall be submitted to the Board President and/or Vice President at least four business days in advance of any regularly scheduled Board meeting. The General Manager shall review all meeting agendas with the Board President and/or Vice President prior to their final preparation and distribution. The General Manager shall cause the agendas and supporting information to be distributed to the Board members by no later than four (4) days in advance of a regularly scheduled meeting. Distribution to City Council members and City staff will be in accordance with procedures established by the General Manager and City Administrator. To the greatest extent practical, additional agenda items will not be introduced after distribution of the final written agenda.
4. **Meeting Notices.** Notices of all regular and special meetings of the Board, including agenda, shall be posted using the current system identified by the City Clerk for public meetings at least three days prior to the scheduled meeting time. The notice shall specify the starting time and location of the meeting.
5. **Executive Sessions.** All meetings of the Board shall normally be open to the public. Under certain circumstances, as set forth in Minnesota law, the Board may convene in executive session. The Board shall, before convening in executive session, request and receive the opinion of the City Attorney regarding the legality of the session and procedures to be followed.
6. **Conduct of Meetings.** All Board meetings will be convened and presided over by the Board President, or in their absence by the Vice President. In the case of both the President and Vice President being absent, the board member with the most seniority shall preside over the meeting. Meetings will normally be conducted following the written agenda and in accordance with Roberts Rules of Order.

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7. **Public Comment Period.** An opportunity for the public to speak will be provided at all regular Board meetings during the first twenty minutes of the meeting. Each speaker may speak for up to 2 minutes until the time is exhausted. Speakers are encouraged to focus commentary generally on topics that are within the scope and jurisdiction of the Board's authority.
8. **Public Participation.** Members of the public or other interested parties may be recognized and given the opportunity to speak at the discretion of the Board President. Any board member may challenge the Board President's decision to allow public participation, in which case the decision of the majority of the members present, including the Board President, shall govern. People wishing to provide public comment may appear in-person or provide written commentary in advance by email to [publiccomment@rpu.org](mailto:publiccomment@rpu.org). Written comments may also be submitted by postal mail or hand-delivered to the Rochester Public Utility Offices at 4000 E River Rd NE No. 2813, Rochester, MN 55906. All written material presented and/or discussed during the board meeting will be made available for public inspection by attaching said materials to the published online meeting minutes.
9. **Quorum.** Three members shall constitute a quorum, and except as specifically provided in written policies of the Board, a unanimous affirmative vote of the quorum shall be empowered to act for and commit the Board.
10. **Voting.** The normal method of taking a vote at Board meetings will be by voice. The President shall be responsible for announcing or declaring the vote. The President will judge silence by a member to be a yes vote unless a specific no vote or abstention is registered. All votes will be considered unanimous unless there is a clearly announced no vote or abstention by a member of the Board. Any Board member who is absent from the meeting room at the time a vote is taken will be recorded as absent and not voting.
11. **Meeting Minutes.** The Board Secretary shall cause minutes of all Board meetings to be taken. Copies of the minutes, signed by the Presiding Officer and Board Secretary, shall be maintained in the permanent files of the Board. Minutes of Board meetings shall be available for public review.

**RELEVANT LEGAL AUTHORITY:** City of Rochester Home Rule Charter Sections 15.03 & 15.09

**EFFECTIVE DATE OF POLICY:** September 24, 1985

**DATE OF POLICY REVIEW:** April 30, 2024

**POLICY APPROVAL:**

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*Melissa Johnson*

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Board President

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Date