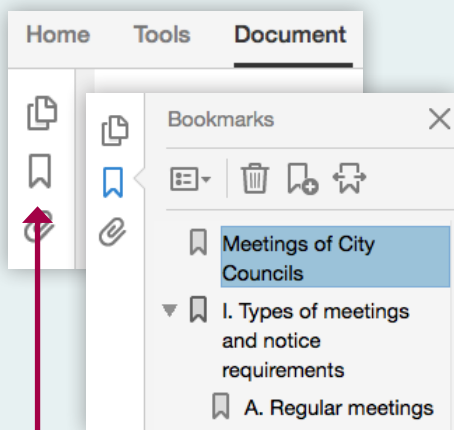




Use these features to get the most out of LMC memos

LMC information memos cover a variety of topics including: governing and managing, human resources & benefits, and risk management.

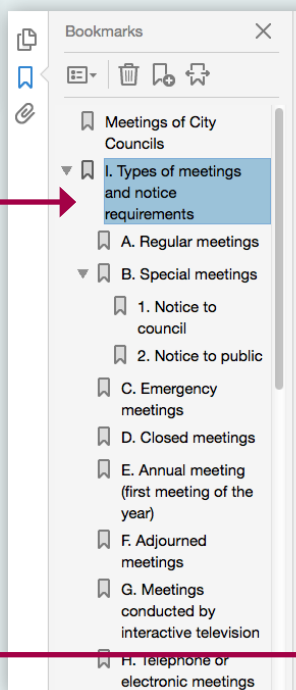
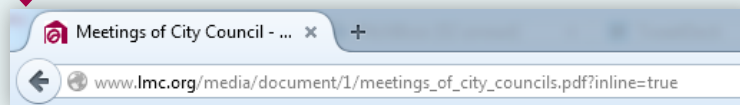


Save time by clicking Bookmarks to navigate the Table of Contents.

Dig deeper by viewing sources, samples, and additional information included in Relevant Links.

Quickly see key points of a memo and included materials, such as sample documents, by reviewing the memo introduction.

Tip: If Bookmarks don't display, remove any characters following ".pdf" in the memo's web address and hit "enter," or download then open in your Adobe Acrobat software.



INFORMATION MEMO

Meetings of City Councils

Learn about the open meeting law, taking meeting minutes, scheduling and conducting meetings, including use of parliamentary procedure, audience participation and regulating attendance of councilmembers. Most principles apply also to city boards, commissions and other public bodies. Includes tables of privileged, subsidiary and main motions, and links to sample council bylaws.

RELEVANT LINKS:

[Moberg v. Indep. Sch. Dist. No. 281, 336 N.W.2d 510 \(Minn. 1983\).](#)

[Minn. Stat. § 412.191, subd. 1.](#) [Minn. Stat. § 645.08 \(5\).](#)

I. Types of meetings and notice requirements

A meeting is a gathering of a quorum of public officials to discuss, decide, or receive information on official matters over which they have authority. The city council exercises its authority when it meets as a group. There are certain requirements for council meetings under state law.

A majority of the members of a statutory city council constitutes a quorum. A majority of the qualified members of any board or commission also