

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

2026

1. Meetings

a. TIME

1. The first regular meeting of the Board shall be held on the 1st Tuesday after the 1st Monday in January as per Minnesota Statutes. All regular meetings thereafter shall be held on the 2nd and 4th Tuesday of each month, beginning at 5:00 pm.
2. Work sessions of the Board shall be held on the on the 2nd and 4th Tuesday of each month, beginning at 4:00 p.m. starting with the 4th Tuesday of January.
3. Special meetings of the Board may be held on such days and as such times as may be necessary for the transaction of county meetings following not less than 3 day's posted notice.
4. An emergency meeting of the Board may be held when due to circumstances immediate Board consideration is necessary. The Board will make good-faith efforts to provide notice of the emergency meeting as required by law.

b. PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may, on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners.

2. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

3. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

4. Order of Business

1. Call to Order
2. Pledge of Allegiance

3. Approve Agenda
4. Correspondence
5. Presentations
6. Comments from the Public
7. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Approval of Journal Entries
 - d. Other Items of Action
8. Work Session:
 - a. Items of Action
9. General Business/Administration
 - a. Items of Action from Committee's, Commissions and items approved by the Administrator.
10. Policy Committee Minutes
11. Reports of Officers/Commissioners
12. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Property Tax and Elections Department no later than the close of business on the Tuesday proceeding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, item of business coming before the Board shall be reviewed by a Committee of the Board unless the County Administrator approves placement of the item of business on the agenda without committee review, the item is a donation resolution, a renewal of a previously approved agreement, contract, resolution or final payment.
- d. The proposed agenda shall be posted at least three days preceding the meeting excluding emergency meetings.

5. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Executive Assistant has previously furnished each member with a copy thereof.

6. Motions

- a. A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board.

- b. Once a motion has a second, the motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

7. Precedence of Motion (*Pending Motion*)

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

8. Motion to Adjourn

A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.

9. Silence Constituting Affirmative Vote

Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote.

Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.

10. Roll Call Vote

The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.

Roll call votes are required when any Board Member is participating via interactive technology.

11. Absence from Meeting

Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.

12. Participating Interactively

Steele County Commissioners may, at any time, participate by interactive technology per Minn. Stat. 13D.02 subds. 1 & 2.

13. Records

It shall be the duty of the County Administrator to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Administrator shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.

14. Parliamentary Practice

The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

15. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended January 4, 2022

Amended January 3, 2023

Amended January 2, 2024

Amended January 7, 2025

Amended January 6, 2026