



RESOLUTION NO. 3863

A RESOLUTION ADOPTING AN AGENDA-SETTING POLICY FOR REGULAR AND SPECIAL CITY COUNCIL MEETINGS

WHEREAS, the City of Minot is a home rule city and has adopted a home rule charter in accordance with Chapter 40-05.1 of the North Dakota Century Code; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental powers; and

WHEREAS, to maintain orderly and consistent agenda-setting practices, the City Council desires to implement an agenda-setting policy; and

WHEREAS, this resolution is meant to help the City Council be informed and have time to review agenda items prior to the City Council meetings, as well as to allow the public to have time to know what items will be considered on the agenda.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINOT:

The following agenda-setting policy is hereby established:

1. Purpose

The purpose of the City of Minot's (hereinafter "City") Agenda Setting Policy is to establish and adopt the following guidelines relating to setting the agenda for City Council meetings.

2. Regular City Council Meetings

a. Agenda Item Deadline

Any member of the City Council, the City Manager, or Department Directors/Assistant Department Directors may have an item placed on the agenda. Agenda items shall be uploaded to the applicable agenda using the CivicClerk website. An agenda item should be in the City Manager workflow approvals thirteen days prior to the desired Regular City Council meeting.

i. Action Items

Agenda action items shall be submitted using the CivicClerk website. Any applicable documents (e.g., proposed ordinances; proposed resolutions; proposed contracts; background information; presentation documents) shall be attached to the agenda item.

Incomplete agenda items not accompanied by necessary documentation and/or reviewed and/or approved by appropriate departments will be rejected and not included on the City Council agenda until the agenda item is fully compliant with this policy.

ii. Non-Action Items

Agenda items which do not require or recommend any action of the City Council (e.g., reports; proclamations; presentations) shall be added to the agenda by creating an item as a general topic of discussion. Any necessary documentation (e.g., written report; written proclamations; presentation materials) shall be attached with the agenda item.

b. Public Notice of Regular City Council Meeting

The City Clerk shall provide public notice for each City Council meeting in accordance with state law.

The City Clerk shall prepare a proposed agenda. The City Clerk and City Manager shall review the submitted agenda items and determine which items should be considered under the consent agenda and which items should be considered under the action item agenda.

As soon as the agenda is finalized and provided to the City Council, it shall be posted and provided to the public in the same manner as the meeting notice. The agenda will be published no later than 7 days prior to the Regular City Council meeting.

c. Modification to Published Agenda Prior to Meeting

In the event an agenda item is submitted after the deadline provided in Section 2(a), the agenda item shall be placed on the subsequent City Council meeting agenda, unless the City Manager, the Mayor, and the President of the City Council unanimously agree that the agenda item should be added to the previously published agenda. If an agenda item is added to a previously published agenda, the item must be placed under the Action Items section of the agenda.

d. Modification to Published Agenda During Meeting

The City Council, by majority vote, can add or alter agenda items at the time of the meeting.

3. Special City Council Meetings

a. Call for Special Meeting

A special meeting of the City Council may be called by the City Manager, the Mayor, or any two (2) aldermen.

b. Agenda Items for Special Meetings

The individual(s) who called for the special meeting, or his or her delegate, shall submit an agenda item to the City Clerk, with all applicable attachments. The agenda item(s) shall be submitted with the call for the special meeting, or as soon as practicable thereafter.

c. Public Notice of Special City Council Meeting

The City Clerk shall provide public notice of the date, time, and location of the special City Council and the topics to be considered in accordance with state law.

d. Modification to Published Special Meeting Agenda Prior to Meeting

In the event there is a request to add an additional agenda item to a special City Council meeting agenda, the agenda item shall only be placed on the special City Council meeting agenda if the Mayor, President of the City Council, and the City Manager unanimously agree that the agenda item should be added to the previously published special meeting agenda. In the event an agenda item is added to a previously published special City Council meeting agenda, the City Clerk shall provide an additional notice to the individuals or entities described in Section 3(c).

e. Modification to Published Agenda During Meeting

A special City Council meeting agenda cannot be modified during a special City Council meeting. Only the specific topics included in the notice may be discussed.

4. State and Local Law

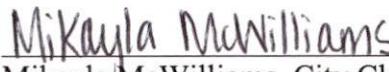
In the event of a conflict between the terms of this Resolution and state and/or local law, the state and/or local law shall govern.

5. Amendment or Termination of Resolution

This Resolution may be amended or terminated at any time by a majority of the City Council.

Passed and adopted this 4th day of August 2025, with an effective day of October 6th, 2025.

ATTEST:


Mikayla McWilliams, City Clerk

APPROVED:


Mark Jantzer, Acting Mayor