

## ORDINANCE NO. 7

**AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR REGULAR TOWN BOARD MEETINGS, CHANGING THE REGULAR MEETING DATE OR PLACE, PROVIDING FOR THE ORDER OF BUSINESS AT TOWN BOARD MEETINGS, ESTABLISHING A PROCEDURE REGULATING THE APPEARANCE OF PERSONS DESIRING TO BE HEARD AT MEETINGS OF THE TOWN BOARD, PROVIDING FOR THE EXERCISE OF DISCRETION BY THE CHAIRMAN, AND PROVIDING FOR SPECIAL MEETINGS.**

The Town Board of the Township of Eureka, County of Dakota, State of Minnesota, ordains as follows:

**Section 1 - REGULARLY SCHEDULED MEETINGS; TIME AND PLACE; METHOD OF CHANGING.**

The Town Board of Eureka Township, Dakota County, Minnesota shall hold a meeting of its members, open to the public, on the second Monday of every month at 8:00 P M. in the Township Hall. In the event that the regularly scheduled meeting day occurs upon a State or National holiday, the meeting will be held in the same place at the same time on the following day. In the event the Chairman of the Town Board decides either the day, time, or place of the meeting ought to be changed, notice of the change shall be posted in three (3) conspicuous places in the Township at least five (5) days prior to the regularly schedule meeting, exclusive of Sundays and holidays, and in no event shall the meeting be held prior to the day for the regularly scheduled meeting.

**Section 2 - ORDER OF BUSINESS**

At all regular or special meetings of the Town Board of Eureka Township, Dakota County, Minnesota, the order of business shall be as follows:

- A. Chairman calls the meeting to order.
- B. Call the roll to determine if quorum (two or more voting members) are present.
- C. Reading of the minutes of the last Town Board meeting and making changes and approval.
- D. Treasurers report read by Clerk.
- E. Presentment of bills to be paid.
- F. Committee reports.

- G. Building permits, discussion and board action.
- H. Discussion and disposition of old business.
- I. Appearances by persons desiring to be heard and who have complied with the provisions of Section Three (3) below.
- J. New business.
- K. Adjournment.

**Section 3 - APPEARANCES; PROCEDURE.**

Any person desiring to address the Town Board at a regular or special meeting thereof may do so provided:

- A. He notified the Town Clerk no later than 12:00 o'clock noon of the day of the meeting of his intentions to appear and the nature of the matter he desires to bring to the Board's attention.
- B. He, prior, to addressing the Board, has identified himself to the Town Clerk at the meeting, who shall then advise the Chairman of the name of the person, the nature of his business, and whether or not the person has complied with subsection A of this section,

**Section 4 - CHAIRMAN'S DISCRETION**

At the sole discretion of the Chairman of the Town Board, a person desiring to be heard who has not complied with Section Three (3) above may be either heard or deferred to the next regularly scheduled meeting.

**Section 5 - SPECIAL MEETINGS**

Special meetings of the Town Board of Eureka Township may be called by the Chairman, the Clerk, or any Supervisor. Notice of special meetings shall be given at least twenty—four hours prior to the meeting. Verbal notice shall satisfy this requirement and the requirement of notice may be waived in writing by the Board member or by attendance at the meeting.

Passed by the Town Board this 28th day of January, 1972.

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Albert Wachter, Chairman

ATTEST:

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H.O. Leine, Clerk

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