

**City Council Agenda Item 3.C  
Meeting of April 20, 2026**



**Title:** Amendment of the City Council Rules of Procedure

**Report from:** Mike Funk, City Manager

**Submitted through:** Erik Nilsson, City Attorney

**Presenter:** Mike Funk, City Manager

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**Action Requested:**

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**Summary Statement**

Proposed amendment of the City Council Rules of Procedure to allow for voice voting.

**Strategic Plan Relatability**

N/A

**Background**

At a study session meeting on March 2, 2026, the city council provided direction to staff to bring forward an amendment of the City Council Rules of Procedure ("Rules") to allow for more voice votes on council meeting agenda items. Based on council direction, staff proposed at the March 23, 2026 regular council meeting to amend Rule 9.1 to read as follows:

"The votes of the city council will be entered in the minutes and taken by voice vote, unless the mayor or any member of the council requests that a roll call vote be taken. The mayor shall call for a roll call vote whenever a voice vote of the council is not clear as to the disposition of the action before the council. The clerk may ask for a verification roll call if the vote of a member is not clear on the voice vote."

At the March 23, 2026 regular council meeting, it was decided to bring this item back to the April study session meeting for further discussion.

Other considerations include:

- Rule 3.3 will still require a roll call vote at the outset of each meeting to record attendance
- Rule 9.1 currently requires a roll call vote on every motion with the order of voting rotated each meeting and the mayor voting last. According to Robert's Rules, voice vote is the customary or default method of voting on motions, particularly on motions requiring a majority vote for adoption. The sample City Council Bylaws provided in Appendix A of the Minnesota Mayors Handbook furnished by the Minnesota Mayors Association provides for all votes of the city council to be taken by voice vote. In practice, a voice vote typically involves the mayor saying, "All those in favor say 'Aye,'" [pause] then, "All those opposed, say 'No.'" This method handles votes effectively because it's efficient and because determining whether a motion carries is not difficult unless the vote is close.
- Rule 9.2 will still require every council member present at the meeting to cast a vote unless disqualified for cause. An abstention counts as a vote for purposes of Rule 9.2.
- In order to amend the Rules, five affirmative votes are required pursuant to Rule 10.

The current City Council Rules of Procedure are attached.

**ATTACHMENTS:**

[City Council Rules of Procedure](#)