

State of Minnesota  
County of Watonwan

ORDINANCE 036, 4<sup>TH</sup> SERIES

AN ORDINANCE AMENDING CHAPTER §30.04(B) TO THE ST. JAMES CITY CODE  
PERTAINING TO COUNCIL PROCEDURES AT REGULAR MEETINGS

The City of St. James does ordain:

**Section 1.** Title III of the City Code is amended by revising Chapter §30.04(B) to read as follows:

**§ 30.04 COUNCIL PROCEDURES AT REGULAR MEETINGS.**

(B) The City Clerk-Treasurer shall forthwith cause to be delivered to the Mayor and each Council member copies of all of the documents. *Robert's Rules of Order* (revised) shall govern all Council meetings as to procedural matters not set forth in the Charter or city code. The order of business at regular meetings shall be as follows:

- (1) Call to order;
- (2) ~~Roll call;~~ [Pledge of Allegiance](#)
- (3) ~~Determination of a quorum;~~ [Roll call](#)
- (4) ~~Approval of minutes (actual reading may be waived by majority vote of the Council member present if each member of the Council was furnished with a copy thereof, as herein before set forth;~~ [Determination of a quorum](#)
- (5) Consent items; [Approval of minutes \(actual reading may be waived by majority vote of the Council member present if each member of the Council was furnished with a copy thereof, as herein before set forth;](#)
- (6) ~~Scheduled bid lettings;~~ [Consent items](#)
- (7) ~~Scheduled hearings;~~ [Scheduled bid lettings](#)
- (8) ~~Administrative appeals;~~ [Scheduled hearings](#)
- (9) ~~Financial reports;~~ [Administrative appeals](#)
- (10) ~~Licenses and permits;~~ [Financial reports;](#)
- (11) ~~Old business;~~ [Licenses and permits;](#)
- (12) ~~New business; and~~ [Old business;](#)
- (13) ~~Reports of boards, commissions.~~ [New business; and](#)
- (14) [Reports of boards, commissions.](#)

**Section 2.** Effective Date. The effective date of this ordinance shall be effective upon passage and publication.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Date Ordinance Takes Effect: \_\_\_\_\_

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Christopher Whitehead, Mayor

ATTEST:

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Kristin K. Hurley, City Clerk