



# Board of County Commissioners Agenda Request

**5A**

Agenda Item #

**Requested Meeting Date:** December 23, 2025

**Title of Item:** Draft Meeting Procedures and Rules of Business

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> David Minke	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> David Minke, County Administrator	<b>Estimated Time Needed:</b> 5 minutes

**Summary of Issue:**

Each year the County Board adopts the county board Meeting Procedures & Rules of Business.

The document has been substantially rewritten to improve clarity and add brevity. The board typically approves these Meeting Procedures and Rules of Business at the organizational meeting in January of each year. Given the extent of the changes I wanted to present them in December to provide additional time for review and comment.

One option highlighted in the text relates to ordinance adoption. Typically an ordinance can be adopted at the same meeting as the public hearing. Aitkin County has required two readings. The board can decide to keep or eliminate the requirement for two readings.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Discussion Item.

**Financial Impact:**

*Is there a cost associated with this request?*

Yes

No

*What is the total cost, with tax and shipping? \$*

*Is this budgeted?*

Yes

No

*Please Explain:*

# AITKIN COUNTY BOARD OF COMMISSIONERS

## MEETING PROCEDURES AND RULES OF BUSINESS

### Revised January 6, 2026

Welcome to the Aitkin County Board of Commissioners. We appreciate your interest in Aitkin County government and encourage you to understand and participate in county board meetings.

#### **Board Members**

The Board of Commissioners consists of five members elected to four-year, overlapping terms. Elections are held on the first Tuesday after the first Monday in November of even-numbered years. Each commissioner is elected from a geographic district and takes office on the first Monday in January.

Your 2026 Aitkin County Board Members are:

District 1 – J. Mark Wedel (218) 927-6500  
District 2 – Laurie Westerlund (320) 684-2652  
District 3 – Travis Leiviska (218) 513-8613  
District 4 – Bret Sample (218) 839-1376  
District 5 – Michael Kearney (218) 839-1329

County boards are assigned many duties and are governed under Minnesota law including Minnesota Statutes §373 and §375.

#### **Board Meetings**

The Aitkin County Board of Commissioners generally meets on the 2nd and 4th Tuesdays of each month at 9:00 a.m. in the Government Center Board Room. Meeting dates, locations, and times may change; notice of changes will be posted as required by statute.

The organizational meeting is held on the first Tuesday after the first Monday in January of each year.

Special or emergency meetings may be called as allowed under Minnesota Statutes §13D. Special meetings require three days' posted notice and are limited to listed topics. Emergency meetings require good-faith efforts to notify the media and others.

All meetings are open to the public except as permitted under Minnesota Statutes §13D.03 and §13D.05.

#### **Board Actions**

A majority of the members of the County Board shall constitute a quorum for the transaction of business and, as required by Minnesota Statutes §375.07, no business

shall be done unless voted for by a majority of the whole board, meaning an affirmative vote of at least three members is required to approve any action unless a greater number is required by law.

#### **Meeting Agenda**

The County Administrator prepares the agenda in consultation with the Board Chair. General order of business:

- Call to Order
- Pledge of Allegiance
- Public Comment
- Approval of Agenda
- Consent Agenda
- Additional Business Items

Agendas are available at the Administrator's Office and on the County website.

#### **Public Forum Participation**

Members of the public may speak during the public forum. If you wish to speak during public form:

- When the Chair opens public form (1) approach the podium (2) state your name (3) direct your comments to the chair.

The chair shall limit the time of any one speaker to no more than five minutes and may limit the total amount of time devoted to public comment. No disparaging, defamatory, or accusatory remarks are allowed.

The Board generally does not act on forum items, but may refer them for further consideration.

### **AITKIN COUNTY BOARD RULES OF BUSINESS**

#### **Rule 1. Presiding Officer**

The Chair or Vice Chair presides over meetings.

#### **Rule 2. Quorum**

A majority (3 members) constitutes a quorum. Under Minnesota Statutes §375.07, at least three affirmative votes are required to approve an action. Some actions require a supermajority.

#### **Rule 3. Voting**

All members present must vote unless excused for conflict of interest. Non-votes count as affirmative. Votes are taken as voice votes unless roll call is required or requested.

#### **Rule 4. Ordinances**

Proposed ordinances must be considered at two regular meetings. Adoption may occur at or after the second meeting.

Or

Proposed ordinances may be adopted at the same meeting as the public hearing.

**Rule 5. Absent Member**

Members must notify the Chair or Administrator, if possible, of absences.

**Rule 6. Use of Interactive Technology**

Best efforts will be made to provide live-streaming. Commissioners may participate via interactive technology per Minnesota Statutes §13D.02.

**Rule 7. Public Hearings**

Format:

- A. Staff Presentation
- B. Board Questions
- C. Public Testimony
- D. Close Hearing
- E. Board Discussion
- F. Board Action

**Rule 8. Robert's Rules of Order**

To the extent they are consistent with state law and these rules of procedure, Robert's Rules of Order Newly Revised shall guide the conduct of the meeting.

**Rule 9. Conduct**

The Chair may take necessary measures to maintain order. Disruptive people may be asked to leave.

Adoption

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: J. Mark Wedel, Chair  
Aitkin County Board of Commissioners

Attest: David J. Minke, Administrator  
Aitkin County