Section 1: Authority to Establish Boards, Commissions, and Committees

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group’s area of concentration. The following is a list of all appointed bodies within the City of Red Wing government.

1. State-Mandated Commission. Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
   - Charter Commission

2. Local Advisory Boards and Commissions. The City Council, through the Charter, has the authority to establish additional advisory boards and commissions as it deems appropriate. The following are the bodies currently established:
   - Advisory Planning Commission
   - Arts and Culture Commission
   - Heritage Preservation Commission
   - Human Rights Commission
   - Sister Cities Commission
   - Sustainability Commission

3. Boards of Authority. The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.
   - Housing and Redevelopment Authority Board (HRA)
   - Port Authority Board
a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.

b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.

4. **T. B. Sheldon Auditorium Board.** The City received the T. B. Sheldon Theatre as an estate gift, and through the terms of the gift, the theater must have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”

   a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.

   b. The Sheldon Board can receive funds on its own behalf without City Council approval.

5. **Library Board.** The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.

   a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.

   b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.

   c. Additional details are outlined in the City’s Charter.

6. **Advisory Committees.** These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the committee’s area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

   - Airport Advisory Committee
   - Harbor Advisory Committee

   a. These groups meet only as needed, generally once or twice per year.

   b. A member of City staff will schedule and convene the meetings.

   c. Notices, minutes, and recordings will not be done, and the committee does not need a Council liaison.

   d. City staff will maintain membership rosters on the City’s website.
Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.

   a. Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board. There are seven members on each of these commissions, and all members must be City of Red Wing residents.

   b. Arts and Culture Commission. This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.

   c. Charter Commission. The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

   d. Human Rights Commission, Sister Cities Commission, and Sustainability Commission. The Human Rights Commission has 11 members, and the Sister Cities and Sustainability Commissions each have 15 members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing’s limits must not constitute a quorum or more.

   e. Library Board: The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.

   f. Housing and Redevelopment Authority (HRA): The HRA Board is made up of seven members, and all must be residents of Red Wing.

   g. Airport Advisory Committee: This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.

   h. Harbor Advisory Committee: This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.
2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

3. Confirmation of Residency

   a. Administration staff will confirm the residency of each applicant through one of the following means:
      - Goodhue County Public Property Tax Records
      - Utility billing
      - State ID
      - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

   b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes but is not limited to other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Advisory Members

   a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.

   b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.

   c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

5. Ex-Officio Member

   a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities, and as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

6. Membership Lists

   a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also
contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Terms

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.

2. Advisory committee members may serve on one board or commission at the same time that they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2).

3. Terms for most boards and commissions are three years expiring on December 31, and members can serve two consecutive terms on the same board or commission. Exceptions to that rule are listed below.
   a. Charter Commission terms are four years, per City Code. Members may serve up to two consecutive terms.
   b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
   c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
   d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.

4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.

5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.

6. Board or commission members may be appointed to serve a partial term. For boards and commissions with three-year terms, a partial term is defined as fewer than 18 months. A term of 18 months or more will be considered a complete term. Boards and commissions with longer terms will define partial terms as half of the standard term.
7. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 4: Member Applications and Appointments

1. Applications
   
a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City’s website at www.red-wing.org. Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.

   b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

2. Appointments
   
a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.

   b. Exceptions to this rule are the Charter Commission and the Port Authority.

      (1) Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 1, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.

      (2) Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.

   c. It is recommended that the Mayor contact each individual who applies for a board or commission.

   d. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.
Section 5: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.

2. Subcommittees cannot make decisions on behalf of the board or commission.

3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings or keep minutes.

4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting. Subcommittees may include community members who are not members of the board or commission.

5. Staff liaisons will not schedule, attend, or follow up on subcommittee meetings.

Section 6: Organizational Meetings

1. At the first regular meeting each year, every board and commission will do the following:

   a. Swear In New and Renewing Members. The Mayor will swear in new and renewing members. In the Mayor’s absence, the Council liaison will do this. In the Mayor’s and Council liaison’s absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.

   b. Elect a Chairperson and Vice Chairperson. Boards and commissions can elect or appoint additional positions, such as a pro tem, secretary, or committee chair. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years.

   c. Review the Annual Budget, if applicable.

2. Following the City Council’s adoption of its annual Rules of Order and Procedures in January, boards and commissions will do the following:

   a. Adopt the Rules of Order and Procedures. The City Council adopts its annual Rules of Order and Procedures at its organizational meeting each January. Following that adoption, boards and commissions will be asked to adopt the Board and Commission Rules of Order and Procedures that reflect the Council’s guidelines. A board or commission may make small modifications to this document
per a majority vote, and City Council must approve the modifications. If a board or commission does not adopt any rules of procedure, it will follow the City’s Board and Commission Rules of Order and Procedures, insofar as practical.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
   - Orientation Materials
   - Current Roster of Members
   - Board and Commission Rules of Order and Procedures
   - Board, Commission, and Committee Policies

2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.

3. The City will determine the training contents and how and when the training will take place.

Section 8: Meeting Materials

1. Minutes, agendas, and supporting materials for all regular meetings, special meetings, and workshops will be made available to all board and commission members at least three days (72 hours) before the meeting.

2. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 9: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
   a. Staff liaisons may choose to email members a week in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
   b. Some boards and commissions allow virtual attendance and voting. See Section 15 of this document for details.

2. Workshops do not require a quorum of members.
**Section 10: Time Limits, Attendance, and Absences**

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the time commitment of the members. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.

2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.

3. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.

4. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in 12 months (whether those absences are excused or not).

5. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

**Section 11: Locations for Meetings and Events**

1. All regular and special board and commission meetings will take place in the City Council Chambers or virtually, if allowed, as determined by City policy (see Section 15).

2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

**Section 12: Transparency and Accessibility to the Public**

1. Access to the Public
   
   a. All meetings and workshops must allow access to the public, either virtually or in person.
b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.

c. Minutes of each meeting and workshop must be prepared and made available to the public.

2. Recordings

a. All regular and special board and commission meetings will be recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City’s website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City’s website.

b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.

c. All board and commission workshops will be audio recorded and made available to the public.

d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 13: Planning

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year’s priorities. These highlighted items will act as the board or commission’s annual work plan.

2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the City Council for consideration in its next annual budget.

3. In the last quarter of the year, boards and commissions will consider possible changes and additions to their five-year work plan and discuss priorities for the following year. This updated plan will be voted on by the board or commission early in the new year.
Section 14: Communication Outside of Meetings and Workshops

The protocols below are best practices and policies of the City of Red Wing for all boards, commissions, and committees.

These protocols are part of the state’s Open Meeting Law, and the following bodies are required by the state to follow them: the Charter Commission, Heritage Preservation Commission, HRA, Port Authority, and Sheldon Board.

Red Wing’s advisory boards, commissions, and committees are not subject to the state’s Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders. For these bodies, the protocols are not mandated by the state but are required by Red Wing’s local policy. These groups are the Advisory Planning Commission, Airport Advisory Committee, Arts and Culture Commission, Library Board, Harbor Advisory Committee, Human Rights Commission, Sister Cities Commission, and Sustainability Commission.

1. **Gatherings**: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.

2. **Serial Communications**: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.

3. **All-Email Communications**: A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either inadvertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison, who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

Section 15: Virtual Meetings and Attendance

1. Members of advisory boards and commissions may attend meetings virtually and may also vote virtually without being bound to the limits of the Open Meeting Law. These

The City Council allows this because advisory boards and commissions cannot make decisions on behalf of the City or Council, and board and commission meetings do not consist of a quorum or more of elected leaders.

2. Other government boards and commissions, per their authorizing resolutions, must abide by the Open Meeting Law related to virtual meetings, just as the City Council does. These bodies are the Charter Commission, Heritage Preservation Commission, HRA, Port Authority, and Sheldon Board.

Members of these bodies can attend and participate in meetings virtually, as long as all conditions are followed as outlined in Minnesota Statute 13D.02, subd. 1(a). Members who wish to attend virtually should consult with their staff liaison, who can help ensure compliance with the requirements.

Section 16: Gifts and Payments for Services

1. Gifts
   a. Members should not accept gifts from the public with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing’s sister cities or their delegates.

2. Payment for Services
   a. Advisory board and commission members will receive no compensation for service to the City.
   b. Authority boards can determine compensation without City Council authorization.

Section 17: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.
   a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member’s job description. For example, the Library Director serves as the staff liaison to the Library Board.
   b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid
an annual amount, as agreed upon in the annual budget, and payments will be
distributed monthly. Board and commission members should be mindful of this 10-
hour per month time constraint and utilize staff liaison time accordingly.

2. Each staff liaison will be provided with a job description. The general duties and
guidelines of a staff liaison are listed below.

   a. Attend all of the assigned board or commission meetings. If that is not possible on
      occasion, the liaison must find a staff replacement to attend the meeting.

   b. Provide notes to the assigned minute-taker so minutes may be kept. This includes
      a record of attendance, time of the meeting, vote tallies, budget items, areas for
      follow-up, and other important information, as needed.

   c. File approved minutes electronically in Laserfiche.

   d. Work with the chair of the board or commission to create the agenda for the
      monthly meeting and/or workshop.

   e. Distribute the agenda and minutes at least three days (72 hours) prior to the board
      or commission meeting.

   f. Provide support and information to the board or commission, but do not participate
      in the debate of issues or vote on any issues.

   g. Get the board or commission’s action items to the City Council Agenda Committee
      in a timely manner. The Agenda Committee decides if and when the action item
      will go on a City Council agenda. The staff liaison will also communicate back to
      the members the status of the action item.

   h. Write City Council staff reports related to the commission’s action items that come
      before the Council.

   i. Process all financial transactions, including reimbursements and payment
      authorizations.

   j. Inform the Administration staff of all regular meetings, special meetings, and
      workshops. Every effort will be made not to schedule meetings that conflict with
      other City meetings or other board and commission meetings.

   k. Work with the Administration staff to ensure that all meeting notices are posted
      and distributed a minimum of 72 hours before the start of the meeting.
l. Ensure the City website has the most updated information related to the membership roster, and other information as needed.

3. All work projects anticipated by the board or commission must be approved by the staff liaison’s supervisor.

Section 18: Role of the Council Liaison

1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.

2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.

3. Council liaisons are expected to follow the guidelines listed below.
   a. Council liaisons are expected to sit at the table of the board or commission.
   b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
   c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board’s or commission’s work.
   d. Council liaisons are expected to relay issues to the City Council during the “Board and Commission Communication” portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

Section 19: Education and Advocacy

1. Education
   a. Each board and commission may educate the public and may take a specific position on issues that fall within their mission statement. Positions of boards and commissions may or may not be adopted by the City Council.
   b. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission’s budget. In educating the
public, boards and commissions must present the information as a neutral educator and refrain from any type of endorsement of a certain viewpoint.

2. Advocacy
   a. Unless the City Council provides express permission, any advocacy position of a board or commission may not be portrayed as the position of the City Council or the City of Red Wing.
   b. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

**Section 20: Use of City-Based Logos and Media**

1. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.

2. City Social Media Accounts: Most boards and commissions are not allowed to create any social media accounts.
   a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City’s Communication Coordinator to share information on the City’s social media platforms.
   b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site. In addition, City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

**Section 21: Private Use of Social Media**

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when it references or relates to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.

3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:

   a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.

   b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 22: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.

2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City’s current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.

3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.