

BYLAWS
BOARD OF ESTIMATE AND
TAXATION CITY OF MINNEAPOLIS

ARTICLE I

Board of Estimate and Taxation

- 1.1 *Purpose.* The Board is organized to set the various maximum property tax levies and approve the issuance of certain general obligation bonds by the City for various projects.
- 1.2 *Powers and Duties.* The Board shall have the powers and duties as provided by Minneapolis City Charter, Articles V and IX and Minnesota state law.
- 1.3 *Office.* The principal office of the Board shall be 350 South 5th Street, Room 304, Minneapolis, Minnesota 55415, or as otherwise determined by resolution of the Board.

ARTICLE II

Membership

- 2.1 *Membership.* The membership of the board shall be as provided by the Minneapolis Charter, Article V, Section 5.3(a). Members of the board shall be known as commissioners.
- 2.2 *Vacancy.* Upon any vacancy of a member elected to the Board by the voters, a successor shall be appointed by the Mayor and the City Council pursuant to Minneapolis Charter, Article VIII, section 8.4.

ARTICLE III

Officers and Duties

- 3.1 *Officers.* Officers of the Board shall be a President and Vice-President, and other officers as deemed necessary.
- 3.2 *Election of Officers.* At the Board's first meeting of each calendar year, officers shall be chosen. They shall each hold office for a term of one year and until their successors are elected and qualified.

- 3.3 *President.* The President is the presiding officer of the Board and, when present, shall officiate over its proceedings; and shall have a voice and vote in all its deliberations.
- 3.4 *Vice President.* The Vice-President shall preside at any meeting of the Board in the absence of the President.
- 3.5 *Vacancy.* Should an officer position become vacant, the Board shall elect a successor to the unexpired term of said office.

ARTICLE IV
Meetings and Committees

- 4.1 *Organizational Meeting.* Unless otherwise noticed, an organizational meeting of the members shall take place on the second Wednesday of January at 4 pm, Room 317 City Hall. At the organizational meeting the members shall:
- (a) Elect a President and Vice President;
 - (b) Review the Bylaws;
 - (c) Adopt or confirm a previously adopted meeting schedule for the coming year; and
 - (d) Ratify the appointment of any standing and special committees.
- 4.2 *Regular Meetings.* The Board shall meet at least monthly. Unless otherwise noticed, meetings shall be held in City Hall, Room 317, in accordance with an adopted schedule. All meetings shall be open to the public in accordance with the Minnesota Open Meeting Law.
- 4.3 *Special Meetings.* Special meetings may be called by the President. Special meetings shall be called by the Chair upon request of four other members of the Board. All special meetings shall be noticed in accordance with the Minnesota Open Meeting Law. At such special meeting, only matters designated in the notice for the special meeting shall be considered.
- 4.4 *Adjourned meetings.* Any regular or special meeting may be adjourned to a future date or time.
- 4.5 *Quorum and Voting.* Four members of the Board shall constitute a quorum. No business shall be conducted at any meeting except when a quorum is present. All Board action shall be by a majority vote of the members present, except actions authorizing the incurring of indebtedness for municipal purposes which shall require a two-thirds vote of the membership.

- 45 *Committees.* The Board, in its discretion, may establish, appoint, and determine the duties of such committees as it deems necessary to the effective exercise of its powers and duties.
- 46 *Open Meeting Law.* Meetings of the Board shall comply with the Minnesota Open Meeting Law.
- 4.7. *Public Attendance and Participation.* At each board meeting, comment shall be allowed from members of the public on the subject of Board business on the agenda for that date. Those wishing to speak shall be given up to two minutes each to address the Board. This open time shall be limited to no greater than 10 minutes per applicable meeting. Otherwise, no one, except members of the Board, or city officials who have been requested to appear before it, shall be at liberty to address the Board during its meetings without unanimous consent of the members present except at public hearings which the Board shall hold in connection with the determination of maximum tax rates and levies. Meetings of the Board are both recorded and televised. Members of the public who attend and present comments or testimony at hearings shall have been deemed to grant permission to the Board to record and televise their presence and testimony.
- 4.8 *Agendas, Minutes and Notices.* Agendas, minutes and notice of all meetings of the Board and of its standing committees shall be provided as required by law.

ARTICLE V

Staff

- 5.1 *Staff.* The Board may employ, in the unclassified service, an executive secretary, and/or an auditor. The Board may employ, in the classified service, other such employees as it may deem necessary. No officer or member of the Board may individually instruct the executive secretary or any other employee. Staff are to be compensated and receive benefits in the same manner as an employee of the City. Staff may be hired at any meeting of the Board by a majority vote. Staff in the unclassified service serve at will and may be removed without cause at any meeting by a majority vote. Employment of classified staff shall comply with the civil service rules. The functions of staff may be performed by other individuals, including but not limited to, City employees or Park and Recreation Board employees, upon passage of an official resolution of the Board.

- 52 *Chief Finance Officer.* The Minneapolis Finance Officer, and the Finance Officer's designees, shall be the finance officer for the Board pursuant to Minneapolis City Charter, Chapter 9, Section 9.3(b).
- 53 *Attorney.* The Minneapolis City Attorney, and the City Attorney's designees, shall be the attorney for the Board pursuant to Minneapolis City Charter, Chapter 7, Section 7.2(c)(A).
- 54 *Clerk.* The Minneapolis City Clerk, and the City Clerk's designees, are designated Clerk of the Board and, in that capacity, shall:
- (a) Attend all meetings of the Board and record the proceedings thereof;
 - (b) Superintend the issuance of notices, dockets, agendas, and similar matters;
 - (c) Prepare and process meeting minutes and related records of the official actions of the Board;
 - (d) Keep and preserve the journals, records, and papers of the Board; and
 - (e) Render advice and assistance in the interpretation and application of the rules, procedures, and practices of the Board.

ARTICLE VI
Finances

- 6.1 *Fiscal Year.* The calendar year shall be the fiscal year of the Board.
- 6.2 *Expenses.* The Board has the power to levy a tax for its own expenses as provided by law.
- 6.3 Compensation of Board Members who do not receive other compensation from the City of Minneapolis in excess of \$10,000.00 per year shall be determined by Board resolution. There shall be no compensation for Board members who receive compensation from the City of Minneapolis in excess of \$10,000.00 per year.

ARTICLE VII
Parliamentary Authority

- 7.1 *Rules of Order.* Any question concerning parliamentary procedure at meetings shall be determined by the City Clerk by reference to Robert's Rules of Order, Newly Revised. These rules shall prevail to the extent practicable and where not inconsistent with the laws and regulations of the State of Minnesota and the City of Minneapolis.

- 72 *Suspension.* Robert's Rules of Order, Newly Revised, may be suspended temporarily by a two-thirds vote of members present. Such suspension shall not extend past the matter acted upon or the conclusion of the meeting, as appropriate.

ARTICLE VIII
Amendments

- 8.1 These bylaws may be amended or altered by a two-thirds vote of the membership at any regular or special meeting, provided notice for the meeting includes the proposals for amendments. Any proposed amendments or alterations shall be submitted to the City Clerk in writing at least 5 days in advance of the meeting at which they are to be acted upon.