

1570.0600 COUNCIL MEETINGS.

Subpart 1. **Notice.** The chief administrative officer shall arrange dates and physical facilities for meetings of the council and executive committee after consultation with the council chair or vice-chair and the commissioner. The chief administrative officer shall also send written notice by U.S. mail, fax, or e-mail of the time and place of the meeting to all council members, the commissioner, and the commissioner's designee at least seven days in advance of council meetings.

Subp. 2. **Agenda.** An agenda for each council meeting shall be formulated by the chief administrative officer in consultation with the council chair or vice-chair and shall be mailed with the meeting notice. Additional items may be included by council members or the commissioner at the time of the meeting.

Subp. 3. **Frequency and location of council and executive committee meetings.** The council shall meet at least four times annually in a location that is reasonably accessible to all council members. Telephone and video conferencing are permitted and may replace actual meetings. The executive committee shall meet as frequently as authorized by the council in a location that is reasonably accessible to all executive committee members. Telephone and video conferencing may be held in lieu of actual meetings.

Subp. 4. **Quorum.** A majority of the members of a council constitutes a quorum for the transaction of all business in carrying out council duties.

Subp. 5. **Minutes.** All actions and decisions taken at meetings of the council and the executive committee must be documented in the minutes. At least one copy of the minutes signed by the presiding officer and the secretary must be kept in the council's permanent file. Copies of minutes must be sent to all council members and submitted to the commissioner and to the commissioner's designee within 30 days of the date of each meeting.

Statutory Authority: *MS s 17.54; 17.58; 17.63*

History: *17 SR 1279; 27 SR 377; 34 SR 1327*

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