

Meeting Rules

Version: 1.00

Effective Date: 05/07/2020

Approval: Meeting Minutes of May 7, 2020

General Rules of Order

The rules in the most current edition of *Robert's Rules of Order Newly Revised* (RONR) govern Minnesota Sentencing Guidelines Commission meetings in all cases to which they are applicable and in which they are not inconsistent with the law, Minnesota Administrative Rules, any bylaws the Commission may adopt, and the following special rules of order.

Special Rules of Order

Rule 1. Agenda. The Chair sets the agenda of a regular Commission meeting. The Executive Director sends out the Chair's agenda, together with any materials a Commission member has asked to be circulated to the Commission, to Commission members by email at least seven days before the meeting. The Commission may amend the agenda before adopting it at the outset of the meeting. The agenda must designate as "action" items those items for which a motion may be made; other items may be designated as "discussion" or "information" items.

Rule 2. First-Reading Rule. A motion to modify the Sentencing Guidelines is out of order, and therefore no action may be taken, unless the members were notified at least seven days before the meeting that such action might be taken at the meeting and the Commission has discussed the modifications, or a similar or prior version of the proposal, at a different Commission meeting within the previous two regular meetings.

Rule 3. Exceptions to First-Reading Rule. Rule 2 does not apply to action mandated or authorized by the Legislature, nor to Guidelines modifications relating to a crime created or amended by the Legislature in the preceding session.

Rule 4. Small-Board Rules. RONR's small-board rules apply, except that a motion requires a second unless it is subject to unanimous-consent procedure.

Rule 5. Friendly Amendments. A motion that has not yet been acted on by the Commission may be changed by friendly amendment—that is, an amendment acceptable both to the original maker of the motion and its second—without a vote of the Commission.

Rule 6. Open Meeting Law. Procedures permitted or required by the Minnesota Open Meeting Law ([Minnesota Statutes chapter 13D](#)), such as procedures for telephonic meetings and special meetings, supersede RONR.

Rule 7. Amending or Suspending Rules. A motion to amend these meeting rules or to suspend a rule of order requires a two-thirds vote.

Rule 8. Public Hearings. Public hearings are governed by [Minnesota Rules chapter 3000](#) rather than RONR. The Commission will take no official action at a public hearing other than such procedural action, governed by the presiding officer, as may be necessary to facilitate the purposes of the public hearing. No quorum is required for a public hearing.

Construction

These rules concern, and shall be strictly construed as concerning, only the internal management of the Minnesota Sentencing Guidelines Commission. These rules do not directly affect the rights of or procedures available to the public. ([Minn. Stat. § 14.03, subd. 3\(1\).](#))

History

Version	Description	Date
1.00	Draft Meeting Rules approved by the Attorney General	04/29/2020
1.00	Meeting Rules adopted by the Commission	05/09/2020

Contact

sentencing.guidelines@state.mn.us