



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Human Rights Commission Workshop Community Development Building, 419 Bush Street, Red Wing, MN Thursday, August 28, 2025, at 6:00 PM

1. Roll Call

2. Workshop Items

- 2.A. Parliamentary Procedure: A Brief Guide to Robert's Rules of Order
- 2.B. Amos Owen Committee Suggestions on Food and Drink
- 2.C. Discussion about Reviewing Applications and Choosing the Recipient Amos Owen Award.
- 2.D. Review of the HRRRC Flyer.
- 2.E. Open Discussion about Amending the Start Time of the Human Rights Commission Meeting.
- 2.F. Discussion about Becoming a Sanctuary City for the LGBTQ+ Community
- 2.G. Review the 5-Year Plan and Discuss the Next Initiative(s) the HRC Will Undertake.

3. Public Comment

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

4. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

This page provides a brief overview of important aspects of Robert's Rules of Order

- **Overview**
- **Basic Rules**
- **Motions**
- **Questions of Privilege**
- **Recommended Resources**

Overview

Parliamentary procedure provides the process for proposing, amending, approving, and defeating legislative motions. Although following parliamentary procedure is not required, it can make meetings more efficient.

Basic Rules

Only one subject may be before a group at one time

- Each item to be considered is proposed as a motion, which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the council by restating the motion.
- "Negative" motions are generally not permitted
- To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.
- **Only one person may speak at any given time.**
- **When a motion is on the floor, Robert's Rules outline a speaker order, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to arguments opposing the motion.**
- All members have equal rights.
- Each speaker must be recognized by the moderator prior to speaking. Each speaker should make clear his or her intent by stating, "I wish to speak for/against the motion" prior to stating an argument.
- Each item presented for consideration is entitled to a full and free debate.
- Each person speaks once, until everyone else has had an opportunity to speak.
- The rights of the minority must be protected, but the will of the majority must prevail.
- Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately majority will determine what the council will or will not do. Use parliamentary procedure as a tool, not a bludgeon.

Motions

- Business is brought before the council by motions, a formal procedure for taking actions.
 - To make a motion, a councilmember must first be recognized by the Chair.
 - After the councilmember has made a motion (and after the motion is seconded if required), the chair must then restate it or rule it out of order, then call for discussion.
 - Most motions require a second, although there are a few exceptions.
- The exact wording of motions and amendments is important for clarity and recording in the minutes. If it's complex, the motion should be written down for the chair to read.

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

- Robert's Rules of Order provides for four general types of motions: main motions, subsidiary motions, incidental motions, and renewal motions.

Main Motions

- The most important are the main motions, which bring before the council, for its action, any particular subject. Main motions cannot be made when any other motions are before the group.

Subsidiary Motions

Subsidiary motions are motions that direct or change how a main motion is handled. These motions include:

- **Tabling.** Used to postpone discussion until the group decides by majority vote to resume discussion. By adopting the motion to "lay on the table," a majority has the power to halt consideration of a question immediately without debate. This motion requires a second, and is not debatable or amendable.
- **Previous question or close debate.** Used to bring the body to an immediate vote. It closes the debate and stops further amendments. Contrary to some misconceptions, the majority decides when enough discussion has occurred, not the moderator. The formal motion is to "call for the question" or "call for the previous question," or simply, "I move to close debate." The motion requires a second, is not debatable, and requires a two-thirds majority.
- **Limit/extend debate.** It may be desired if the group has adopted a rule limiting the amount of time that will be spent on a topic, or if the group desires to impose a time limitation.
- **Postpone to a definite time.** Similar to tabling, except that the motion directs that the matter will be taken up again at some specific date and time.
- **Refer to committee.** Directs that some other body will study the matter and report back.
- **Amendment.** Used to "fine-tune" a motion to make it more acceptable to the group. The amendment must be related to the main motion's intent and cannot be phrased in a way that would defeat the main motion. Two amendments may be on the floor at one time: the first amendment modifies the main motion, and the second amendment must relate to the first amendment. When an amendment is on the floor, only the amendment may be debated. The amendments are voted on in the reverse order in which they were made, as each amendment changes to some degree the intent of the main motion. As each amendment is voted on, an additional primary or secondary amendment may be introduced. An amendment is debatable and requires a second and a majority vote.
- **Postpone indefinitely.** This motion effectively kills a motion because, if adopted, a two-thirds vote is subsequently required to take the matter up again.

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

Incidental Motions

Incidental motions are housekeeping motions which are in order at any time, taking precedence over main motions and subsidiary motions. These motions include:

- **Point of order.** To bring to the group's attention that the rules are being violated. You don't need to be recognized prior to making a point of order. This is not really a motion, but requires the moderator to make a ruling as to whether or not immediate consideration is proper.
- **Appeal from the decision of the chair.** The group can overrule the chair on any decision. While the motion must be seconded, it cannot be amended. When this motion is moved and seconded, the moderator immediately states the question, "Shall the decision of the chair stand as the judgment of the council?" If there is a tie vote, the chair's decision is upheld. The motion is not debatable when it applies to a matter of improper use of authority or when it is made while there is a pending motion to close debate. However, the motion can be debated at other times. Each person may speak once, and the moderator may also state the basis for the decision.
- **Parliamentary inquiry.** Not a motion, but a question as to whether an action would be in order.
- **Point of information.** A person may rise to offer information that is considered necessary for the group. This provision is not used to offer debate.
- **Division of assembly.** To require a more precise method of counting votes than by a voice vote, such as having persons raise their hands or stand. Divisions of assembly don't require seconds or votes, and are not debatable.
- **Request to withdraw a motion.** Contrary to popular misconception, a motion cannot be withdrawn by its mover. This request requires majority approval.
- **Suspension of the rules.** When matters are to be taken out of order, or a particular task can be better handled without formal rules in place, this motion can be approved by a two-thirds vote of the group. However, until the rules are restored, only discussion can occur; no decisions can be made. This motion requires a second but is not debatable or amendable.
- **Object to the consideration of a question.** When a motion is so outrageous, intended to distract the group from resolving legitimate business. The motion can be objected to and ruled out of order without debate. However, if the chair does not rule the motion out of order, a two-thirds vote of the group can block further consideration.

Renewal Motions

Once the group has taken action, renewal motions require the group to further discuss or dispose of a motion. **The motions include:**

- **Reconsider.** When the group needs to discuss further a motion that has already been defeated at the same meeting. A majority of the council must approve taking additional time to debate the motion again. The motion can be made only by a person who previously voted on the prevailing side. Contrary to another popular misconception, the motion may be brought up again at a subsequent meeting. If the moderator does not believe the group's wishes have changed, however, the motion can be ruled out of order, subject to an appeal from the decision of the chair.
- **Take from the table.** Unless the original motion to table directed that the motion be brought back at a specific date and time, a majority of the group must pass a motion to take from the table. Such a motion is non-debatable.

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

- **Rescind.** When the group wishes to annul an action, a motion to rescind is in order at any time. If prior notice has been given to the group that this action will be considered, the motion to rescind can pass with a simple majority vote; however, if no prior notice has been given, the vote requires a two-thirds majority.

Questions of Privilege

Finally, there are a few questions of privilege that are in order at any time and must be disposed of prior to resuming discussion on the matter at hand:

- **Fix the time for next meeting.** This is in order at any time, including when a motion to adjourn is pending. Second required, not debatable, and amendable.
- **Adjourn.** To bring the meeting to a halt. Second required, not debatable, and not amendable. Alternatively, instead of a motion, the chair can ask if there is any further business. If there is no response, the chair can say, "Since there is no further business, the meeting is adjourned."
- **Recess.** A temporary break in the meeting; should state a time at which the meeting will resume. Second required, not debatable, and not amendable.
- **Point of privilege.** A matter that concerns the welfare of the group. It can be raised even when another person is speaking. No second, not debatable, and no vote required.
- **Call for the orders of the day. A demand that the group return to the agenda. Can be taken when another person is speaking, no second required, not debatable, and no vote required.**

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

Presenting & Processing a Motion Formal Method:

1. Member addresses the chair, stating their name or Commissioner (Name).
2. Chair recognizes member.
3. Member makes a motion (introduces the business).
4. Another member seconds the motion.
5. Chair repeats the motion.
6. Chair calls for discussion.
7. Chair takes a vote on the motion (putting the question).
8. Chair announces the result of the vote.

Parliamentary Procedure: A Brief Guide to Robert's Rules of Order

If You Want To...

Introduce business

Adjourn the meeting

Recess the meeting

Complaint about noise, temperature, etc.

Defer action/put off discussion

End debate

Postpone consideration of something.

Have something studied further

Amend a motion

Object to procedure

Request information

Request verification of voice vote

Take up a matter previously tabled.

To reconsider (from prevailing side only)

Consider something out of scheduled order

Challenge the ruling of the chair

Rescind

Then You Say:

"I move that..."

"I move that we adjourn."

"I move that we recess for/until ..."

"Point of Privilege. "

"I move we table the motion."

"I move the previous question."

"I move we postpone the matter until ..."

"I move we refer to the committee ..."

"I move to amend the motion to ..."

"Point of Order."

"Point of Information."

"I call for a division of the house."

"I move we take from the table ..."

"I move we reconsider ..."

"I move we suspend the rules to ..."

"I appeal the ruling of the chair."

"I move we rescind."

Form of Amendment:

You say, "I move to amend the motion to: • **Insert or add (word/s)** • **Strike (word/s)** • **Strike (word/s) and Insert (word/s)** • **Substitute (paragraph/s)**

NOTE:

After a motion is "stated" by the chair, the motion belongs to the assembly, not to the maker, and any amendments thereto must be, and may be, adopted only by the assembly.

Amendments must be processed either as a formal motion and must be voted upon by the assembly, or if the modification appears to be of a corrective or noncontroversial nature, the chair may process the modification informally under the rules of "general consent." Note that if "general consent" is used that it is the unanimous consent of the "assembly" and not the consent of the "maker" that is obtained.



How can YOU help combat discrimination?



If you or a loved one has faced discrimination, find resources to help.

Contact the City of Red Wing's **Human Rights Resource Connection**

Call 651-385-5190 | Email: humanrights@redwingmn.gov

Online resources: redwingmn.gov/hrrc

Change starts with YOU. It starts with US.

¿Cómo puedes ayudar a combatir la discriminación?

Si usted o un ser querido se han enfrentado a la discriminación, busque recursos para ayudar.

Llame 651-385-5190 | Email: humanrights@redwingmn.gov

Recursos en línea: redwingmn.gov/hrrc

El cambio comienza contigo. Comienza con todos.



**5-Year Plan of the Human Rights Commission
2023 to 2028**

Submitted to the Red Wing City Council
January 12, 2023

Purpose:

Acknowledging the universal concept of human rights, the mission of the Human Rights Commission is to ensure that all Red Wing residents may participate equally and fully in the human experience. The City will work to extend these rights to economic opportunity, safe and affordable housing, and quality education at all levels to create a safe and supportive community environment. This involves actively working to assure all City policies and practices do not discriminate on any basis, including immigrant or refugee status.

History of the Human Rights Commission

The Human Rights Commission was started in 1969. At a community gathering held on September 18, 1966, Frank Kent, Commissioner of Human Rights of the State of Minnesota, spoke to a group of Red Wing citizens. After the meeting, multiple groups raised interest in founding a Human Rights Commission. At the City Council meeting on October 3, 1968, Mayor Demetrius Jelatis expressed that there was interest in the community in starting a Human Rights Commission. The idea was forwarded to the Ordinance Committee for further study on the issues the Human Rights Commission would be dealing with.

In 1969, at both the February 6th and March 6th City Council meetings, letters were submitted, and citizens attended. In letters and in spoken comments, citizens urged the Council to create a Human Rights Commission in Red Wing. At the Council meeting on June 5, 1969, Ordinance No. 571 was accepted, creating the Human Rights Commission of Red Wing.

Currently, the Human Rights Commission has 11 members appointed by the Mayor and approved by the Council. One notable HRC program is the Amos Owen Award. Since 2001, the annual Amos Owen Award has recognized one or more individuals in the Red Wing community for their work in uplifting and striving for others' human rights. The award's namesake is a Prairie Island Mdewakanton elder and spiritual leader, Amos Owen, who worked tirelessly to preserve Dakota language and culture. A committee of the Human Rights Commission chooses the award winner.

Definitions for the 5-Year Plan

- Strategy:** An overarching role or responsibility the board/commission does as part of its work.
- Action:** A specific action, activity, or priority the board/commission will accomplish.
- Year:** Designate the year(s) of an initiative. *Ongoing* means the action is continuous and not limited to a particular year. Highlighted areas identify top priorities in the coming year.
- Budget:** The range of dollars an action is expected to cost.

- 0 = No dollars
- \$ = \$1 to \$999
- \$\$ = \$1,000 to \$3,000
- \$\$\$ = \$3,001 to \$5,000
- \$\$\$\$ = \$5,001 or more (a dollar amount will be noted if higher than \$7,000)

Staff Time: The estimated staff liaison time an action is estimated to take.

- None = No additional time
- Small = 5 hours or less
- Medium = 6 to 15 hours
- Large = More than 15 hours

Equity: How the board/commission will consider the input and experiences of all in Red Wing.

1 = The group will **collect input or feedback from more people** so a wider variety of ideas and thoughts are considered. This may involve using surveys, gathering input at public meetings, hosting events, attending community groups to learn, etc. This may include partnering with organizations, community members, and/or boards and commissions.

2 = The group will **increase promotion, publicity, or education to the public through a wider variety of methods and/or places** to reach more people in the community. This may include translating materials.

3 = The group will **utilize data that identifies different population groups and how people are experiencing aspects of life** so that information can be considered during decision-making.

4 = The group will **lead or collaborate on an event or project that acknowledges history and/or provides representation or voice** to one or more identified groups*.

5 = The group will **recommend to Council a policy, plan, or practice that will improve the lives of more people.**

** "More people" or "identified groups" refers to those who are often under-represented or not focused on due to their age, race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, disability, status with regard to public assistance, and/or limited English proficiency. (These groups are identified by state and federal governments and are also included in the City of Red Wing's required Title VI Plan, approved by City Council on September 12, 2022.)*

Strategic Plan: This designates where the board/commission's actions fit with the goals of the City's 10-Year Strategic Plan.

2040 Plan: This designates where the board/commission's actions fit with the goals of the Red Wing 2040 Community Plan.

Human Rights Commission 5-Year Plan: 2023-2028

Strategies	Actions	Year	Budget	Staff Time	Equity	Strategic Plan	2040 Plan
#1. Advise Council and other boards and commissions on improving plans and policies to be more equitable.	(A) Review and monitor the City's Equity Plan at least two times annually and provide feedback and/or recommendations if needed.	2023 & Ongoing	0	Small	5	#59	12.D.1.
	(B) Provide recommendations to City Council on policies and practices, either as requested by Council or brought forth by the HRC.	2023 & Ongoing	0	Med	1, 5	#59	12.D.1.
	(C) Use the HEEAP Sheet regularly in planning, implementing, and evaluating plans, programs, and policies.	Ongoing	0	None	1,2,3,4,5	#59	12.D.1.
	(D) Be a resource to other city boards and commissions to assist in their equity planning, if requested.	Ongoing	0	Small	2	#59	12.D.1.
	(E) Consider ways to address and monitor local systemic issues and improvements related to Red Wing's racism as a public health emergency declaration.	Ongoing	Not sure yet	Not sure yet	1, 2, 3, 4, and/or 5	#60	12.D.1. 12.A.4.
#2. Host events that educate, uplift, and celebrate human rights and bridge divisions in our community.	(F) Lead community conversations. Provide a safe space for people to engage in often uncomfortable discussions to better understand each other as fellow human beings. Goal is to build trust and encourage an environment of knowledge, empathy, & inclusivity.	2023	\$	Med	4	#60	12.D.2. 12.A.4.
	(G) Host the Juneteenth Celebration in 2023. Work with community members to plan, promote, and implement this public event that honors and celebrates Black history and culture.	2023	\$\$\$\$	Large	4	#58 #60	12.D.2. 12.A.4.

	(H) Organize annual Amos Owen Award. Promote program, choose winner, and host reception.	2023 & Ongoing	\$	Med	4	#60	12.A.4.
	(I) Host or co-host Martin Luther King, Jr. Day event in Red Wing.	2024 & Possibly ongoing	\$\$	Med to Large	4	#60 #62	12.D.2. 12.A.4.
	(J) Host public events such as movie/documentary nights, workshops by organizations, community meals, and other gatherings. Many can be collaborations with other groups.	2024 & Ongoing	\$\$	Med to Large	4	#60 #62	12.D.2. 12.A.4.
#3. Collaborate with groups to educate and spread awareness.	(K) Partner with Red Wing youth organizations when opportunities arise. Groups include the BSU, NASA, the LGBTQ+ student group, the City's Youth Committee, and others.	Ongoing	0	0	1, 2, 4	#60 #67	12.A.4.
	(L) Bring in speakers for every regular meeting. For 2023, these include representatives from the Black Student Union, the Native American Student Association, Hispanic Outreach, the LGBTQ+ school group, and others so they can promote and share with the HRC & community what they're doing.	2023 & Ongoing	0	Small	4	#60 #67	12.A.4.
	(M) Partner with the Chamber of Commerce to provide material that would give ideas on how business owners can be more welcoming to all people in their shops, restaurants, organizations, etc.	2024 2025	\$	Med	4	#60	12.A.4.
	(N) Host a table at Hispanic Heritage Festival	2023 & Ongoing	\$	Med	2	#60	12.A.4.
	(O) Bring in speakers from the city and county's housing organizations to learn more about how people are experiencing housing in Red Wing.	2023	0	Small	2	#59	12.A.1.
	(P) Continue to meet periodically with Mayo Clinic Health System to discuss progress on inclusive policies and practices.	2023	0	Med	2	#60	12.D.1.

	(Q) Partner with other city boards and commissions on public art and/or educational projects when it aligns with the mission of the HRC and helps to further the HRC's goals.	Ongoing	Not sure yet	Small to Med	4	#60	12.A.4. 10.B.2. 10.B.3.
	(R) Collaborate with the Chamber of Commerce to create an annual award honoring a local business that highlights human rights.	2024	\$	Small	2	#60	12.A.4.
	(S) Produce video with the message that all boards and commissions need members who think about human rights. Goal is to nudge people in RW from all backgrounds with an interest in human rights to volunteer for these positions.	2024	0	Med	2	#66	12.B.1.
#4. Increase people's knowledge about the MN Human Rights Act. Share resources that assist people with their human rights concerns.	(T) Promote the city's Human Rights Resource Connection in multiple ways.	2023 & Ongoing	\$	Med	1, 2, 3	#60 #64	12.A.4. 12.A.1.
	(U) Advise and monitor how the City documents human rights concerns that come through the Human Rights Resource Connection. When possible, use that information to learn & inform future HRC planning.	2023	0 right now	Med to High	1,2,3	#60 #64	12.A.4. 12.A.1.
	(V) Increase knowledge of HRC members and the public on human rights issues. ---Bring in the MN Department of Human Rights (MDHR) early in the year to update HRC. ---Invite other HRCs to share their work and insights. ---Include educational materials with each regular meeting from organizations like the MDHR and HUD to keep HRC members up to date on human rights issues.	2023 & Ongoing	0	Med	2	#59	12.D.1.