



Legislative Information Management System (LIMS)

Office of City Clerk

ABC Staff Liaison LIMS Manual

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Overview

Many boards, commissions and advisory committees take part in the City's decision-making process. Each board relies on department staff for support.

Each appointed board and commission (ABC) is supported in its work and operations by a City department (or division). The department is identified in the enabling legislation that created the board or commission.

The supporting department is responsible for providing the ABC with:

- Professional staff assistance
- Administrative staff assistance
- Administrative support

Typically, one or more clerks are assigned from the department (division) to be responsible for:

- Producing meeting notices, agendas, minutes, and other matters.
- Maintaining the ABC's official bylaws, records, and files.
- Assisting in the preparation and filing of any reports required of the ABC.
- Providing administrative assistance to the Chair, as needed, to fulfill the duties of that leadership position.
- Other responsibilities.

In addition, ABC Staff Liaisons are responsible for the following, as directed by the Clerk's Office:

- Ensuring compliance with all policies, procedures, and rules for ABCs and the City's Open Appointments Policy.
- Maintaining current ABC bylaws, rules, and membership rosters.
- Assisting in recruitment efforts and related initiatives.
- Ensuring all notices or calendar items, agendas, minutes, and other reports or matters are posted in LIMS within prescribed timelines to assure public access and a transparent process.
- Coordinating periodic orientation and onboarding trainings for newly appointed ABC members.

LIMS Admin

LIMS Admin: limsadmin.minneapolismn.gov

All City employees can access LIMS Admin using their City network ID and password.

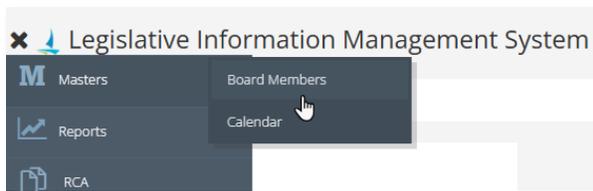
Your level of access is managed by the Clerk's Office. If you need rights to be ABC Staff Liaison, contact the [LIMS Admin](#).

The following options are available to LIMS users who are logged in as ABC Staff Liaison:

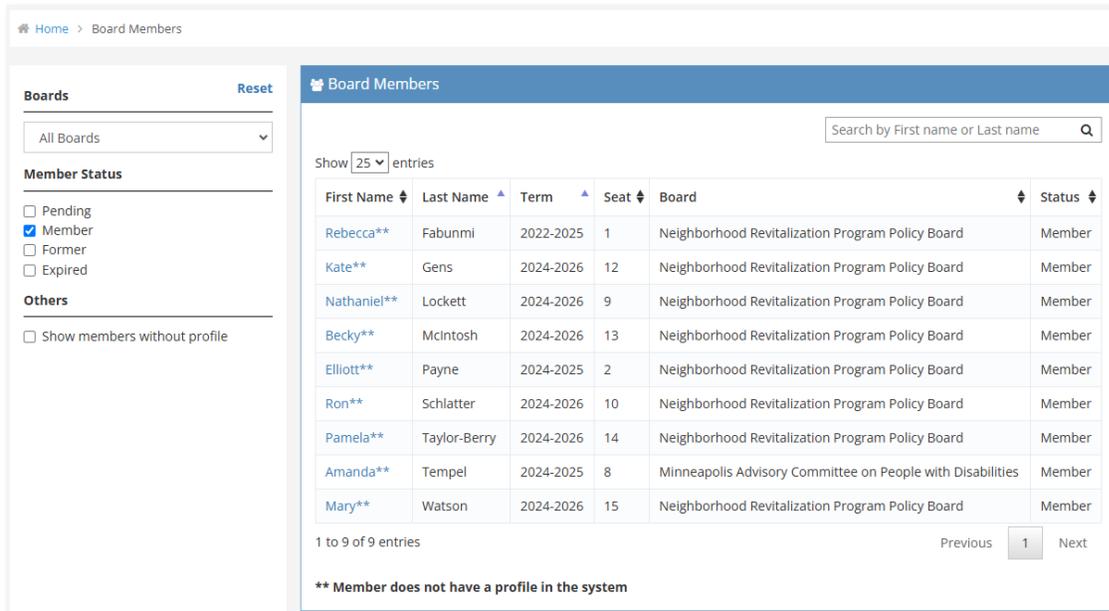
- **Masters** where you enter meeting dates, view board members.
- **Reports** where you can find reports on members, vacancies, and your assigned board(s).
- **RCA** where users create Appointment Requests for Committee Actions (RCA).
- **Agenda** where users view draft Council agendas before they are published to the public.
- **Boards & Commissions** where you create agendas & minutes and review applications.
- **Calendar** links to the public legislative calendar.
- **Charter & Code of Ordinances** links to Municode, our publisher of the City's Charter and Code of Ordinances.

Board Members page

In LIMS Admin, under Masters, there is a page for viewing Board Member information.



ABC Staff Liaisons can see all the members of boards assigned to them.



Home > Board Members

Boards Reset

All Boards

Member Status

Pending

Member

Former

Expired

Others

Show members without profile

Board Members

Search by First name or Last name

Show 25 entries

First Name	Last Name	Term	Seat	Board	Status
Rebecca**	Fabunmi	2022-2025	1	Neighborhood Revitalization Program Policy Board	Member
Kate**	Gens	2024-2026	12	Neighborhood Revitalization Program Policy Board	Member
Nathaniel**	Lockett	2024-2026	9	Neighborhood Revitalization Program Policy Board	Member
Becky**	McIntosh	2024-2026	13	Neighborhood Revitalization Program Policy Board	Member
Elliott**	Payne	2024-2025	2	Neighborhood Revitalization Program Policy Board	Member
Ron**	Schlatter	2024-2026	10	Neighborhood Revitalization Program Policy Board	Member
Pamela**	Taylor-Berry	2024-2026	14	Neighborhood Revitalization Program Policy Board	Member
Amanda**	Tempel	2024-2025	8	Minneapolis Advisory Committee on People with Disabilities	Member
Mary**	Watson	2024-2026	15	Neighborhood Revitalization Program Policy Board	Member

1 to 9 of 9 entries

Previous 1 Next

** Member does not have a profile in the system

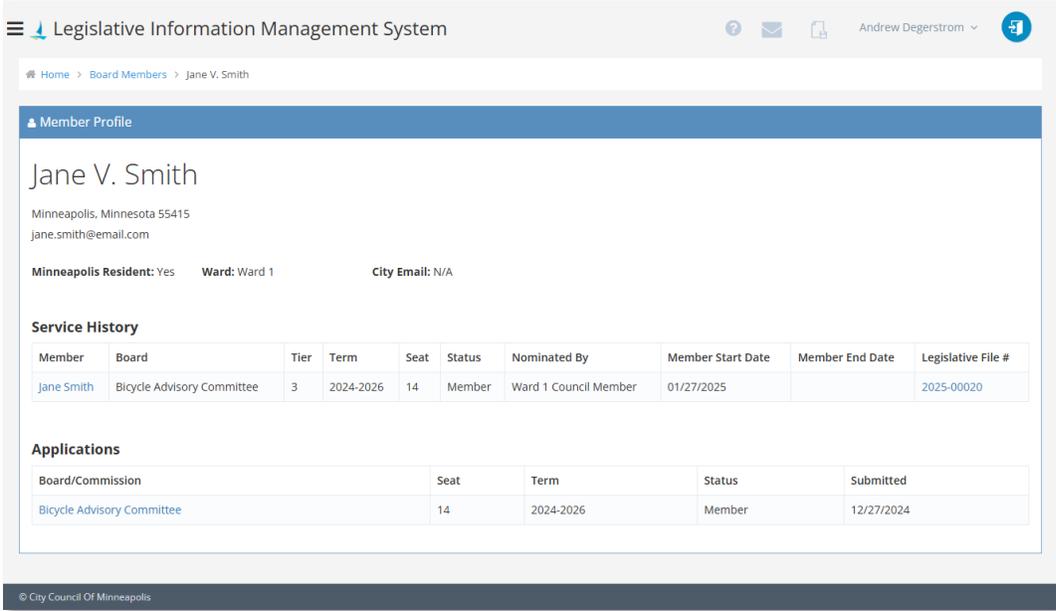
You can filter the list of members by:

- **Board** – If you staff more than one board.
- **Member Status** –
 - **Pending** – People who are in the appointment process but not yet added to their seat.
 - **Member** – Current members of the meeting body.
 - **Former** – Members who have completed their term or resigned.
 - **Expired** – Members in a term that has expired. These members continue to serve until they are re-appointed, or a new appointment takes their place.

Members with a profile

When you click on a member with a profile, you'll see their:

- Member profile public contact information
- Service history
- Applications



The screenshot displays the 'Member Profile' page for Jane V. Smith in the Legislative Information Management System. The page includes contact information, residency details, and two tables: 'Service History' and 'Applications'.

Member Profile

Jane V. Smith
Minneapolis, Minnesota 55415
jane.smith@email.com

Minneapolis Resident: Yes Ward: Ward 1 City Email: N/A

Service History

Member	Board	Tier	Term	Seat	Status	Nominated By	Member Start Date	Member End Date	Legislative File #
Jane Smith	Bicycle Advisory Committee	3	2024-2026	14	Member	Ward 1 Council Member	01/27/2025		2025-00020

Applications

Board/Commission	Seat	Term	Status	Submitted
Bicycle Advisory Committee	14	2024-2026	Member	12/27/2024

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Members without a profile

If you click on a member with two asterisks ** you will see the Service History page for an older appointment. These members served in terms before the profile was created. They do not have a login. They must create a Member Profile to re-apply.

The Clerk's Office will work to associate the terms of these members to Member Profiles in the future.

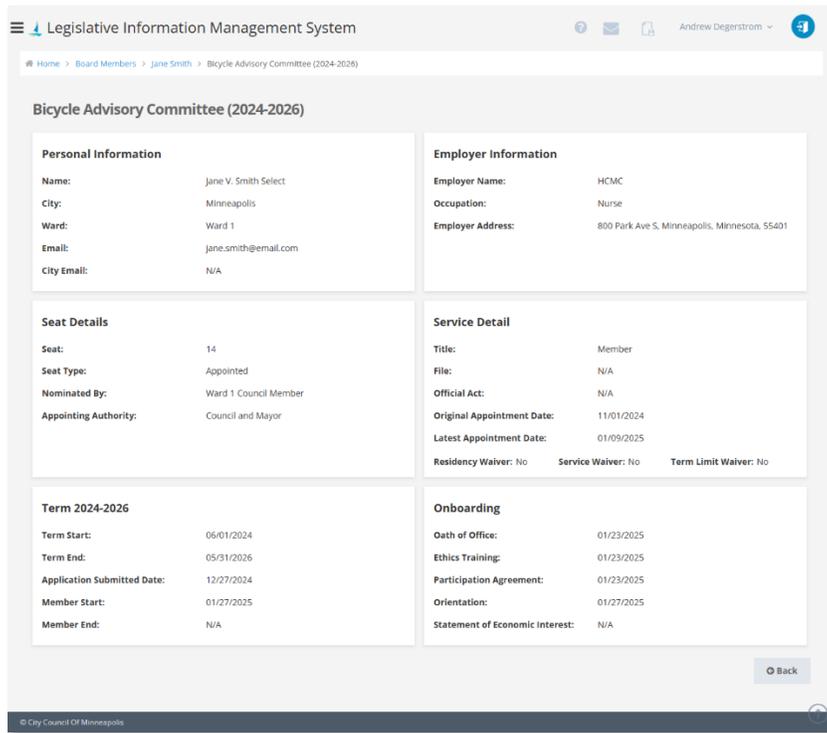
Service History

Under Service History, click on the member's name to view the full details of their appointment.

Here you'll see:

- **Personal contact information**
- **Employer information**
- **Seat details** – including seat type, nominated by, and appointing authority.
- **Service details** – which includes information about their appointment.
- **Term dates**

- **Onboarding** – which lists the dates that they completed onboarding requirements. If the date is blank, that requirement must still be completed.



Applications

Under Applications, you see all the applications the member has submitted. Click on the member's name to view the full application.

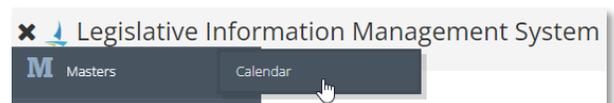
This is the same application that is linked from the Board & Commissions Dashboard.

[See Reviewing Applications](#)

Manage the meeting calendar

ABC Staff Liaisons are responsible for managing their board's meeting calendar. Your board should adopt a full year's calendar at the beginning of each year. Then, you'll enter all the meeting dates into the LIMS calendar. Meeting dates must be added to the calendar before agendas can be created.

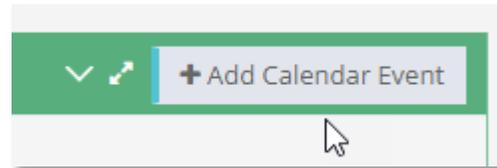
1. Under Masters, in the top left of the page, click on the **Calendar**.
2. The Manage Meeting Calendar page displays all the meetings dates entered in LIMS.
3. The Select your board or commission from the **Meeting Body** menu. This menu contains all the boards or commissions to which you are assigned. If one is missing, contact the ABC Admin.



- a. Select Meeting Type to filter the list by meeting type (e.g., Special, adjourned, etc.)
4. The year defaults to the current year. Select the year to change the view.
 - a. All previous meetings dates remain in system. Do not edit previous meetings unless it is to fix a typo or broken link.

Add a meeting date

To add a new meeting, press **+ Add Calendar Event** at the top right of the table.



1. Select the Board or Commission
2. Select the meeting type. For your regularly scheduled meetings from the adopted calendar, the default is Regular.
 - a. Other types include Adjourned, Special, and Organizational.
3. The location will default to the location defined on the Board Detail page. Contact ABC Admin to permanently change the default location.
 - a. The location field should include the room number and building name, e.g., Room 100AB, Public Service Building
 - b. The address field should include the street, city, state, and zip code, e.g., 505 4th Ave S, Minneapolis, MN 55415
4. Enter the meeting date and time.
5. Enter the following standardized description to give the public more context about the type of the meeting.
 - a. "Regular meeting of the XYZ Commission"
 - b. "Special meeting of the XYZ Commission"

Edit a meeting date

To edit a meeting, click on the board name for the date you'd like to edit.

1. On the View Calendar Event page, press **Edit**.
2. You may change the date, time, location, or description.
3. If you make substantive changes to the meeting, check the **Updated** checkbox. This will add an icon to the public calendar to alert the public that the meeting details have changed.

Cancel a meeting

To cancel a meeting, click on the board name for the date you'd like to cancel.

1. On the View Calendar Event page, press **Edit**.
2. Check the **Cancelled** checkbox. This will add a cancelled icon and text "Cancelled Meeting" to the public calendar.
3. It is also encouraged that you edit the description to explain why the meeting is cancelled.
4. You cannot *delete* a meeting—it is a public notice and should be cancelled. If the meeting was made in error, contact ABC Admin for assistance.

Meeting quorum

A quorum is the minimum number of members required to be present at a meeting for decisions to be legally valid or official. It ensures that there is sufficient representation before any votes or actions are taken. The specific number or percentage needed for a quorum is often defined by laws, bylaws, or governing documents of an organization, committee, or legislative body.

The quorum for appointed boards and commissions is generally defined as 50 percent of the members plus 1. For example, a 15-person board will have a quorum of 8.

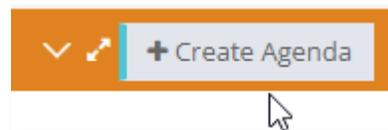
You can see the quorum set for your board at the top of the Board Detail page.

If the number of members on your board falls below the quorum:

- You will receive a notification from LIMS tell you that you do not have enough members to meet quorum.
- You cannot hold a meeting without quorum.
- You should cancel upcoming meetings on the calendar.
- Contact the ABC Admin to discuss opening vacancies for the board.

Creating an ABC agenda

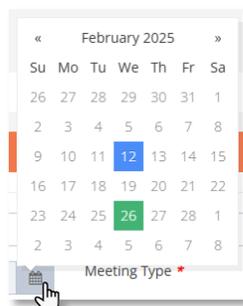
At the top of the Draft Agenda table, press **+ Create Agenda**.



1. Select a board or commission. You'll only see the meeting bodies that you are assigned to manage.
2. LIMS will fill in the default meeting information from the next meeting in the calendar and the board details.

a. Meeting Date

- i. The system will display the next scheduled meeting date.
- ii. The date picker will show all the available meetings from the calendar.



- iii. See [Add a Meeting](#) to add a date if it is not in the date picker.

b. Meeting Type – This is also defined from the meeting in the calendar.

c. Location

- i. To edit location, press **Edit**, change the text, and press **OK**.
- ii. To change the default location of the meeting, contact the [ABC Admin](#)

d. Address

- i. To edit location, press **Edit**, change the text, and press **OK**.
- ii. To change the default address of the meeting, contact the [ABC Admin](#)

e. Members

- i. Check the members, if any are incorrect or missing, contact the [ABC Admin](#)
- ii. Make sure the Chair and Vice-Chair are defined. If not, contact the [ABC Admin](#)

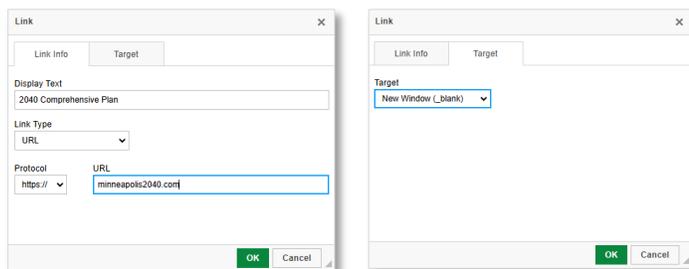
f. Staff

- i. The first ABC Staff Liaison defined for the board displays by default.
- ii. Press **Edit** and select another staff member if they are coordinating this meeting.
- iii. If you don't see the staff member, contact [ABC Admin](#)

3. The boards & commission agenda contains a defined list of headings.
 - a. Headings that have items added to them will display on the agenda.
 - b. Headings can be re-ordered on the Agenda Preview page.
 - c. These are the default agenda headings:

Heading	How and when to use it
Call to Order	This section is automatically created by the system. It includes: <ul style="list-style-type: none"> • Roll call • Adoption of the agenda • Acceptance of minutes
Consent	Items for which there is not likely to be discussion or questions
Discussion	Items for which there is likely to be discussion at the meeting
Election	Item to elect chair or vice-chair
Presentation	Items that include an award or recognition to the City or its employees
New Business	Actions originating at City Council (not including ordinances and resolutions)
Public Comment	Items for which public testimony will be taken and notice has been published in the City's official paper Finance & Commerce.
Public Hearing	Items for which public testimony will be taken and notice has been published in F&C
Hearing	Public hearings involving due process rights
Reports	Receive and file items
Unfinished Business	Items from previous agendas that were postponed or had no action taken
Closed Session	Items heard during a closed session
Announcements	Added at meeting; must meet the requirements laid out in the Council rules for "Announcements"
Addendum	Action items added to current agenda items
Adjournment	Adjourning to a future date; items heard during a closed session

4. Press **+ Add Item** under the heading to add an agenda item.
5. There is limited formatting within the agenda:
 - a. Bold
 - b. Italics
 - c. Underline
 - d. Strike
 - e. Numbered list
 - i. Each item should be entered individually. Use numbered list sparingly to number additional information within an item.
6. Insert a link by selecting text and clicking the link icon.
 - a. Do not link to external sites that may break in the future.
 - b. Enter the link text in the Display text field.
 - c. Paste the web address into the URL field.
 - d. Go to the Target tab and select New Window (_blank)
 - e. Press **OK** button.



7. To delete an item, press the trash can icon.
8. Press **Attachments(s)** to add a staff report or document to an item.
 - a. Browse to find the file, select it, and press **Open**.
 - b. Only PDF documents can be attached to an agenda. See Appendix II, [Creating Accessible PDFs](#)
 - c. The file will display below the item.
 - d. Under the heading **Link Text**, click on the dotted link.

File Name	Link Text
ABC-Staff-Manual.pdf	ABC-Staff-Manual 

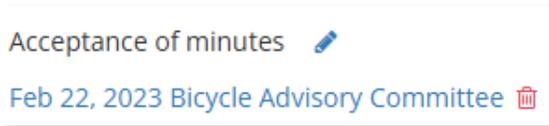
- e. Enter descriptive link text and click the Checkmark button. This will be the link text on the agenda.

File Name	Link Text
ABC-Staff-Manual.pdf	Appointed Boards and C   

9. Press **Save & Preview** to view what the agenda will look like on the website.
10. **Re-order sections** on the Save & Preview page by clicking on the heading and dragging the section up or down.
 - f. Sections cannot move above the Call to Order.
 - g. The Adjournment section always displays at the end of the agenda.
 - h. Note: You must press **Save Re-Order** to save the order of the agenda.
11. Press **Export to Word** to generate a Word version of the agenda. This allows you to set the page breaks where you want them before printing the agenda.
12. When the agenda is ready, press **Publish to Web** to publish the agenda to LIMS. The agenda will be linked from:
 - a. [Upcoming Meetings on the LIMS home page](#)
 - b. [Meeting calendar page](#)
 - c. [Your meeting body's Meeting Information page](#)

Accepting meeting minutes

1. On the ABC agenda, in the **Call to Order** section there is an item for **Acceptance of minutes**.
2. Press the **pencil icon**. A pop-up window will display previous meeting minutes.
 - a. Meetings will stay in this list until they are accepted in a meeting. They remain on this list until the action "Accepted" or "Accepted as amended" has been applied on the marked agenda.
 - b. You can accept the minutes from multiple meetings. This may occur when:
 - i. A meeting is cancelled and the minutes were continued to another meeting.
 - ii. The minutes were not completed and acceptance was postponed.
 - c. The list may contain older meeting minutes that were added to LIMS but never accepted. Contact ABC Admin if you'd like these to be removed from your list.
 - d. Occasionally, your minutes may not display in the list. First, make sure that your minutes for that meeting have been added to LIMS. If they have been added and still do not show, contact ABC Admin.
3. Select the meeting, generally the last meeting, and press **OK**.
4. This will add a link to the meeting minutes PDF to the agenda.



- To remove the minutes link, press the **trash can** icon.

Creating marked agenda

- Go to All Agendas in the Boards & Commissions page.
- Under the **Marked Agenda** heading, press the **Create** link for the meeting you're working on.
- Mark the attendance. Press the **Attendance** button, then unselect any members who were absent from the meeting and press **OK**.
- If you do not have a quorum, you cannot meet.** The only action you can take is to continue the items to the next meeting.
- Select the next meeting date.
- For each item on the agenda, select the action that was taken on the item.
 - For **Adoption of the agenda**, the actions are limited to Adopted, Adopted as amended or Continued
 - For **Acceptance of minutes**, the actions are limited to Accepted, Accepted as amended, Continued, or Postponed.
 - All other items have a list of actions to choose from:



Action	How and when to use it
Approved	Item was approved by vote of members
Approved as amended	Items was edited then approved
Continued to meeting of	When discussion carries on to the next meeting
Deleted from the agenda	Removed from agenda like it never happened
Denied	Item was denied by vote of members
No action taken	Members decide not to take any action
Postponed to	Discussion on the item is postponed to another meeting
Received and filed	Item was a presentation or report and no action was taken

7. If you have a long agenda and can't get through it all, press **Save** occasionally.
8. Press **Save and Preview** to review your marked agenda before publishing it.
9. Go back to edit, or press **Save & Publish To Web** to publish your marked agenda. The marked agenda will replace the agenda linked from:
 - a. [Upcoming Meetings on the LIMS home page](#)
 - b. [Meeting calendar page](#)
 - c. [Your meeting body's Meeting Information page](#)

Adding to marked agenda

Add an agenda item

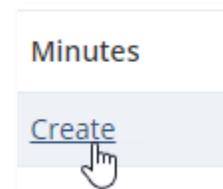
1. You can add an agenda item that was not on the agenda under the Addendum heading.
 - a. Press **+ Add Item**, enter a short description, then indicate the action that was taken.

Add an attachment

1. You can also add attachments to any existing agenda item. Use this to add presentation materials or public comments that were received at the meeting.
 - a. Press **Attachments(s)** button.
 - b. Browse to the file, select it, and press open.
 - c. **Only PDF documents can be attached to an agenda.** Other file types may be uploaded, but only PDF documents will appear on the public website.
 - d. The file will display below the agenda item.
 - e. Under the heading **Link Text**, click on the dotted link and enter descriptive link text, and click the Checkmark button. This will be the link text on the marked agenda.
 - f. This attachment will also be added to the original agenda in LIMS.
2. Press **Save and Preview** to review your marked agenda before publishing it.

Creating meeting minutes

1. On the Boards & Commissions page, in the All Agendas table, under the Minutes heading, press the **Create** link for the meeting you're working on.
2. Press **Generate Meeting Minutes** to create a Word document of your meeting agenda.
 - a. This document will have all the actions from the Marked Agenda. Add details to this document according to your meeting body's general practice.
 - b. Some boards take very details notes, while other might just have a broad overview of what happened at the meeting.
 - c. Keep in mind that the goal is to inform the public and the City Council as to what happened at the meeting.
3. When your minutes are complete, save your Word document and upload it on the left side of the page. This file is saved so that you can edit it in the future if necessary.



4. Save your Word document as a PDF. Do your best to ensure that the PDF is accessible, see [Appendix II: Creating Accessible PDF Documents](#)
5. Upload your minutes PDF on the right side of the page. This is the file that will be published to the web.
6. Press **Save** to save your work but not publish it.
 - a. Back on the ABC Dashboard, an Edit link displays in the row for this meeting.
 - b. Press **Edit** to go back to the Minutes page.
7. Press **Publish To Web** to publish your meeting minutes.
 - a. The minutes will be linked from [your meeting body's Meeting Information page](#).

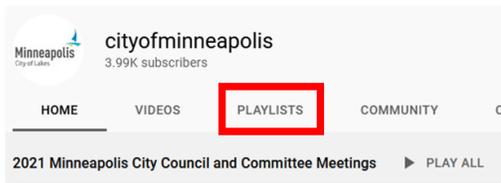
Linking to meeting video

If your meeting is broadcast and published to YouTube:

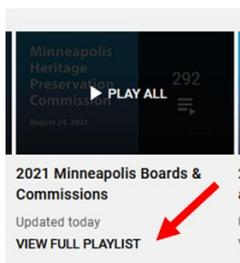
1. Go to the [City's YouTube channel](#).

Tip: You can find a link to YouTube in the footer of any City webpage.

2. Click the **Playlists** tab.

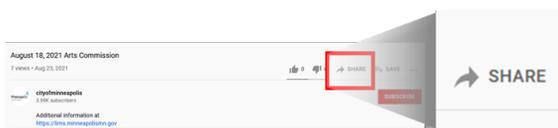


3. Then Minneapolis Boards & Commissions

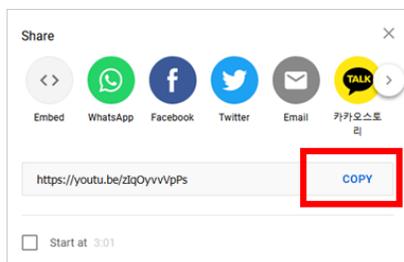


4. Find your meeting video and click on it.

5. Below the video, click on SHARE.



6. Copy the web address.



7. Go to the Boards & Commission dashboard.
8. Find your agenda in the All Agendas table.
9. Click the **gray video** icon.

Meeting Date & Time	Marked Agenda	Minutes	Video
Aug 25, 2021 4:00 PM	Create		

10. Paste in the YouTube web address.

Agenda Video Link ✕

Meeting URL

Close
Save

11. Press **Save**.

12. A link to your meeting video will display at the top of the marked agenda and on the Meeting Information page.



Open Appointments Process

Publishing vacancies

Each year, we recruit members in the spring (March 1 to 31). Vacancies are posted on the Current Openings page in LIMS.

The Clerk’s Office will compile a list of seats needing appointment or re-appointment. Review your boards or commissions roster and work with the clerk to determine which seats to publish.

The City seeks people who will enrich the work of appointed boards and commissions. This includes those from diverse backgrounds, life experiences, and perspectives. It is up to department staff to recruit for these positions.

Member profile

All members and applicants will have a profile in LIMS. The profile tracks their basic contact information, applications, and service history. This offers a few benefits, an applicant can:

- Update their contact information.
- See their application status.
- Review their history of service.

Once an applicant or member creates a profile it will make applying for future vacancies quicker.

When an applicant or member creates a profile:

1. They will receive an email to set up their account and create a login.
2. They must click the link in this email, then create a username and password.
3. The system sends a second email with a verification code.
 - a. This code expires in 10 minutes.
 - b. If they do not complete this step in 10 minutes, they can click “Request another verification code” on the verification page to send another code.
4. They must enter the verification code to complete the account setup process.
 - a. To avoid the verification code step in the future, they should check “Yes, remember this device for future logins” on the verification page.

Once the profile is created the applicant or member can see:

- **Current openings** – These are seats to which they can apply.
- **Service history** – These are their previous appointments to boards.
- **Applications** – These are their previous applications to boards.

Current Openings

Applicants can apply to the board from its Board Detail page.

The screenshot shows the Minneapolis City of Labor website's Board Details page for the Minneapolis Arts Commission. The page includes a navigation menu with links for HOME, CALENDAR, CITY COUNCIL, INDEPENDENT BODIES, BOARDS & COMMISSIONS, and RESOURCES. The main content area is titled 'BOARD DETAILS' and features a description of the Minneapolis Arts Commission. A box on the right side of the page displays the number '2' and the word 'Vacancies'. An 'Apply Now' link is located above this box. Two callout boxes are present: one pointing to the 'Apply Now' link with the text 'APPLY NOW' and a bullet point 'Link to create a profile and complete an application.', and another pointing to the '2 Vacancies' box with the text 'VACANCIES' and a bullet point 'Represents the number'.

Or go to the Current Openings page and see the openings from all the boards and commissions. Here they can click on the number of openings to see all the available seats.

Board/Commission	Vacancies
Bicycle Advisory Committee Advises the Mayor, City Council, and Park Board on bicycling related issues, helps advance the state of bicycle infrastructure, and encourages more people to bike.	4
Capital Long-Range Improvement Committee Makes recommendations on capital improvement program development and annual capital improvement budgets.	5
Civil Rights Commission Carries forward the policies of the city in the field of human relations, to promote civil rights and to enforce the provisions of the title on civil rights.	3
Minneapolis Advisory Committee on Aging Advises the Mayor and City Council on concerns relating to senior citizens.	5
Minneapolis Advisory Committee on Housing Advises the Mayor, City Council, and City departments on a wide range of issues related to housing.	1

Each seat is listed with its membership requirements. Some seats have special requirements, such as a profession or residency in a particular ward. Applicants should be encouraged to apply for the seat that best suits them.

Bicycle Advisory Committee

Advises the Mayor, City Council, and Park Board on bicycling related issues, helps advance the state of bicycle infrastructure, and encourages more people to bike.

Select a term and click on Apply.

Seat	Term	Term Start	Term End	Appointing Authority	Membership Requirements	Select
14	2024-2026	Jun 1, 2024	May 31, 2026	Council and Mayor	Council designee	<input type="checkbox"/>
15	2024-2026	Jun 1, 2024	May 31, 2026	Mayor	Mayor designee	<input type="checkbox"/>
17	2024-2027	Jun 1, 2024	May 31, 2027	Council and Mayor	Health Commissioner designee	<input type="checkbox"/>
19	2024-2026	Jun 1, 2024	May 31, 2026	Council and Mayor	Police Department designee	<input type="checkbox"/>

[← Back](#) [Apply](#)

The applicant may choose the seat to which they want to apply—the particular seat is not critical to the application. A qualified candidate can be recommended to any vacant position, regardless of the seat selected in the application.

Applying for a board or commission

On the application:

- Required fields are marked with an asterisk.
- Fields that are public per the Minnesota Data Practices Act are marked with an “eye” symbol . Information entered in these fields is shown to the public.

The application includes:

- Personal contact information from the profile
- Employer information:
 - This is currently required.
 - Applicants can put “retired” or “unemployed” as employer name and enter same contact information for employer.
- Public contact preference – This is how they prefer the public to contact them.
- References – Up to three names with address and phone number.
- Three application questions cover experience, reasons why their interested in the position, and issues they think the board should address.
- A financial interest question where they should disclose and financial ties to City business.
- Minneapolis residence – Applicants are required to live in Minneapolis; however, a waiver may be granted to allow non-residents to serve.
- Ward – Council Members prefer to nominate someone from their ward to serve in a ward-specific seat. This is not strictly enforced. If a ward resident cannot be found, a resident from any ward can be appointed to a seat.

- Family relation – An applicant must disclose if they have a family member on the same board to which they are applying. The Ethics code defines a family as:
 - *Related person* shall mean a person in a marital relationship, a domestic partner relationship or other committed relationship with a local official or employee, or in a significant familial relationship with a local official or employee.
 - *Significant familial relationship* means:
 1. By blood or adoption: parent, child, grandparent, grandchild, brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin.
 2. By marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece. Divorce terminates a significant familial relationship by marriage.

[See Code of Ordinances § 15.280 Definitions](#)

Save as draft

Applicants can press Save as Draft button, to save their unfinished application to complete later. Their draft application will be linked on the Applications page in their profile.

Demographic questionnaire

When the applicant has completed the application, they are asked to complete a voluntary demographic questionnaire. Minneapolis seeks to increase diversity on its boards and commissions. The answers provided here help us determine the success of our efforts in this area.

- Applicants are not required to provide this information.
- There will be no consequences if they choose not to provide this information.
- This information will not be used to select board or commission members.
- Individual responses are confidential.

The demographic questionnaire includes:

- Age
- Disability status
- Education
- Employment status
- Gender
- Income
- Residence
- Race/ethnicity
- Sexual orientation
- Voter registration status

Neighborhood & Community Relations compiles this information annually and reports their findings to City Council.

Reviewing applicants

Completed applications from the LIMS website display in the Boards & Commissions Applications table at the bottom of the Boards & Commissions Dashboard.

1. Click on the applicant's name to view their application information.
2. At the top of the application, you can see the seat to which they applied.
3. Below the application, there are links to download it as a PDF:
 - a. The **full application** contains private and public data. This should only be shared with staff who have a business need to see it.
 - b. The **public version of the application** contains only the public parts of the application. This can be shared freely and will be linked on LIMS when the appointment goes to Council for consideration.
4. Residence – The applicant's answer to "Do you live in the City of Minneapolis?" is selected. If it is incorrect based on their address, you can change it.
 - a. If they are not a resident, they may need a Residency Waiver. [See waivers](#).
5. Ward – The applicant's answer to which ward they live it is editable. If it is incorrect based on their address, you can change it.
 - a. Use the [Find my ward map](#) to verify their ward.
6. Serving on another board – If they answer yes to "Are you serving on another Minneapolis board?" they may need a Service Waiver. [See waivers](#).
7. Family member – If you answer yes to question whether they have a family member on the board to which they are applying, you must enter the family member name and relationship.

Waivers

There are three types of waivers that might be required for an appointment:

- **Residency waiver** – Check this option if the applicant lives outside of the City of Minneapolis.
- **Service waiver** – Members are only allowed to serve on one board or commission. An exception can be made with this waiver. Check this option if the applicant is currently serving on another board, but you want to nominate them to another board.
- **Term limit waiver** – Members can only serve for 8 years. Check this option if the applicant has exceeded their term limit, yet you want to nominate them for another term.

Checking a waiver will add the appropriate waiver text to the Appointment RCA.

Nominating an applicant (or not)

1. You may enter a comment on the application. This is a place where you can save notes on why you may or may not want to nominate the applicant. This does not display publicly, but keep in mind, it could be requested as public data.

2. Select the seat you'd like to put the applicant in. It does not need to be the specific seat to which they applied.
3. For applicants who you do not want to move forward, press **Not Selected**.
 - a. This does not delete the application. You can go back and make changes to your selection later.
 - b. The application will stay active in LIMS for one year. If another member resigns, or perhaps fails to complete onboarding, you can go back and review previous applicants and nominate them to fill a vacant seat.
4. For applicants who you do want to move forward, press **Nominated**.
 - a. These applicants will be available to add to an Appointments RCA.
5. When you save your selection, an email will be sent to the applicant notifying them of their status.
 - a. If you selected **Nominated**, the email says, "You have been nominated to serve on the {Board name} in Seat {Seat number}. After the Mayor and City Council considers your appointment, you will receive further information.
 - b. If you chose **Not Selected**, the email says, "You were not selected at this time to serve on the {Board name}. Your application will be kept on file for one year. If a seat opens on this board during that time, your application will be reviewed again. We will notify you if you are selected at that time."

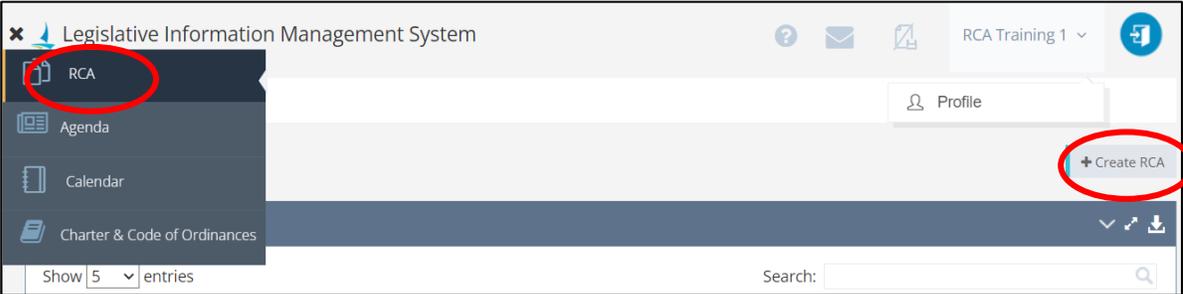
ABC application statuses

There are statuses in the system that indicate which step an applicant is at in the appointment process.

Status	Definition
Submitted	Newly received application
Nominated	Selected by staff to move forward to Appointment RCA
Not Selected	Rejected by staff
Included in RCA	Appointment RCA has been created and ready for agenda
Council & Mayor Approved	Appointment has been adopted by City Council, approved by Mayor, but member not added to board yet.
Member	The applicant has been added to their seat and will display in roster and on the agenda.
Withdrawn	ABC Admin can withdraw an application when notified by the applicant.

Creating an Appointments Request for Committee Action (RCA)

1. From the LIMS menu, select RCA then click the + Create RCA button

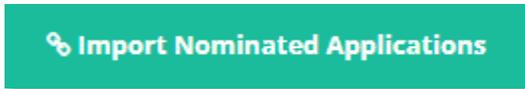


- 2. Choose the type of RCA:
 - a. **Appointment RCA** – For appointing or re-appointing members to boards
 - b. **Independent RCA** – For Audit Committee and Charter Commission
 - c. **Legislative RCA** – For City Council and any of its standing committees
 - d. **Licensing RCA** – For business licensing only, designed to import from ELMS

3. Select the appropriate Council committee and meeting date.

4. Enter **Lead Staff** and **Presented By**

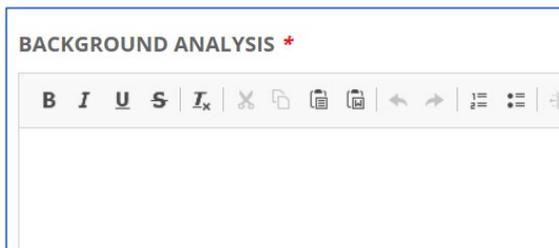
5. Select the board/commission.
6. The Subject will automatically fill with the name of your meeting body: for example, "Minneapolis Arts Commission appointments"
7. Press **Import Nominated Applications** button.



8. Select the applicants and press Import.



9. Each applicant will be listed as a separate item, as such:
 - a. *Approving Jane Doe for appointment to Seat 1 beginning January 1, 2025, and ending December 31, 2026, and waiving the residency requirement, service restriction, and term limit requirement pursuant to the Code of Ordinances.*
 - b. Verify that the details are correct. This will become the text of the Official Act. Contact ABC Admin if any of the information is incorrect.
10. Enter a background analysis. This is your opportunity to explain why the applicant(s) should serve or continue to serve on the board or commission. Keep it simple. Do not put confidential information in the background analysis.

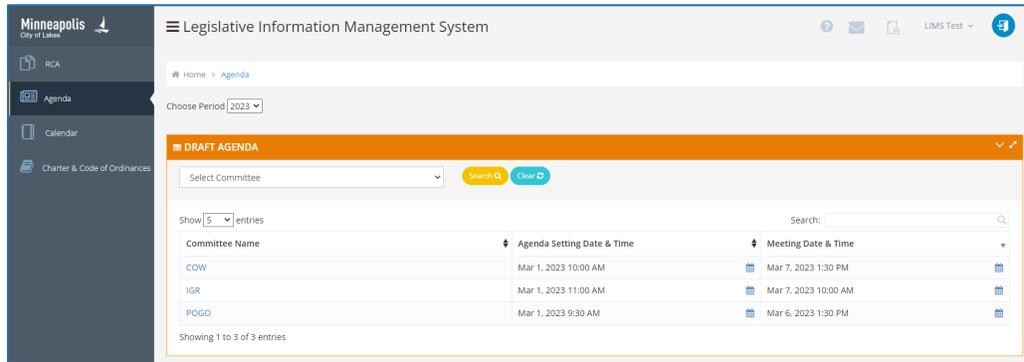


11.

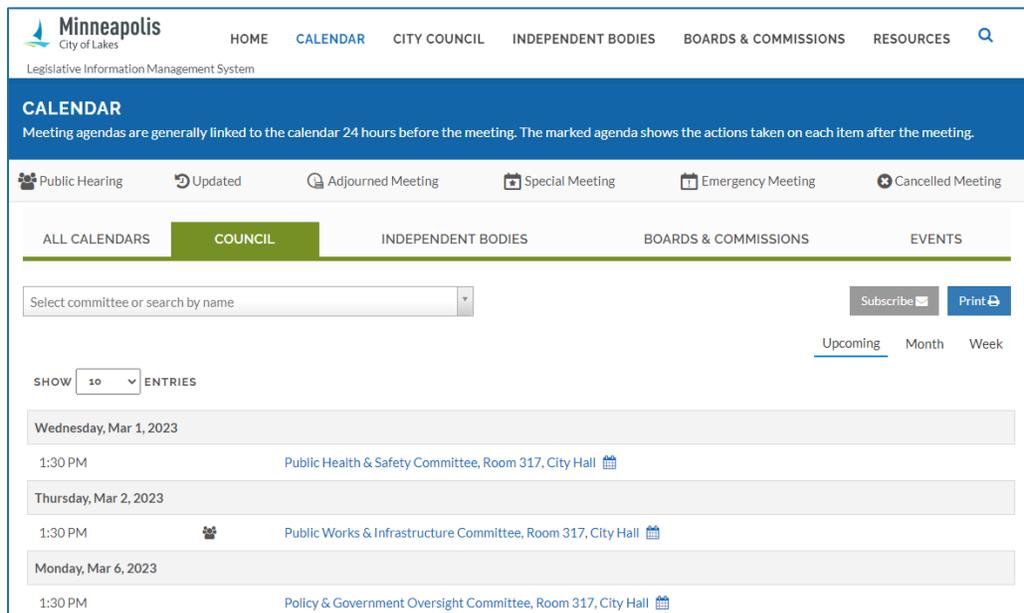
The Council Appointment Process

After you send your Request for Committee Action (RCA) to the Clerk's Office, it is included in a legislative file and appears on a meeting agenda. City employees can view a draft agenda in LIMS Admin prior to the agenda setting meeting.

Draft agendas can be found by clicking "Agendas" in the left menu and are listed by committee abbreviation, agenda setting date, and meeting date.



Once approved, the agenda is published to the public LIMS calendar and available to all. Agendas are generally posted at least 48 hours prior to the meeting.



Appointments first go to committee for a recommendation. Then it will go to the full City Council for final adoption. Appointments approved by Council then go to the Mayor for his approval and signature. If approved, it is published, and the appointment is official.

Onboarding new members

The ABC Admin will add new members the meeting body in LIMS.

Newly appointed members must complete four tasks with 90 days before clerks add them to LIMS:

1. Take the oath of office.
2. Complete ethics training.
3. Sign a participation agreement.
4. Attend an orientation.

Some boards also require a Statement of Economic Interest form to be completed.

The applicant’s name and information from the application is imported into LIMS.

Once the member is added to their seat, their name displays:

1. At the top of the meeting agenda
2. On roster on the board detail page on LIMS

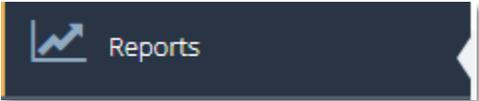
Notifications

Condition	Message sent
When applicant is added to seat	<p>Congratulations!</p> <p>You have been appointed to the {Board name}.</p> <p>You will soon receive details about the onboarding requirements. If you have questions, please contact {Board phone} or {Board email}.</p>
When deadline is approaching for pending member. The system sends an email at 60, 30, 15 and 5 days to the deadline.	<p>You have {days left} days left to complete your onboarding to serve on the {Board name}. The following onboarding requirements need to be completed:</p> <ul style="list-style-type: none">• {list of onboarding requirements that are incomplete} <p>If these requirements are not met, your seat will be declared vacant. If you have any questions about onboarding requirements, or if you no longer wish to serve on the board, please contact abcadmin@minneapolis.gov.</p>
When onboarding is complete	<p>You have successfully completed required onboarding and are now a member of the {Board name}.</p>

	If you have questions about getting started, please contact {Board phone} or {Board email}.
When pending member fails to complete onboarding	<p>We're contacting you because you did not complete the required onboarding for the {Board name} within 90 days as required by Minneapolis Code of Ordinances § 10.80. As a result, this seat is now vacant.</p> <p>The following onboarding requirements were not completed:</p> <ul style="list-style-type: none"> • {list of onboarding requirements that are incomplete} <p>If you have questions, please contact {Board phone} or {Board email}.</p>

ABC reports

In ABC Admin, under Reports, there are several ABC reports that can be useful to Staff Liaisons.



Mailing label

1. Select the board for which you'd like to create mailing labels, and press **Search**.
2. Select all or a subset of members.
3. The press **Print Label**.
4. LIMS will create a PDF with address labels that match **Avery 5160** style labels.

Member report

1. This report lists of members of a meeting body.
2. The summary at the top of the report shows:
 - a. **Members** – Number of members by status.
 - b. **Expired** – Members serving beyond their appointment's end date.
 - c. **Pending** – Seats with members who haven't completed onboarding.
 - d. **Needs Onboarding** – Members who still need to finish onboarding tasks.
 - e. **Former** – Members who have resigned or completed their term. This is high because it is counting all former members by term.



3. This report can be filtered by board or commission.
4. You can view all, active, inactive, or discharged boards.
5. You can show or hide member's email and phone in this report.
6. Check Needs Onboarding to see only those members who have remaining onboarding tasks to complete.
7. You can search for a specific member.
8. Click the download icon to download the information into a spreadsheet. 
9. This report contains:
 - a. Meeting body
 - b. Seat details
 - c. Member status
 - d. Contact information
 - e. Appointment dates
 - f. Onboarding task dates

- g. SEI requirements
- h. Department
- i. Staff Liaison name

Vacancy report

The Vacancy Report includes information on current terms and seats.

- Current vacancies are seats that are empty now.
- Expected vacancies are seats where the term is nearing its end date. The current member will need to be re-appointed, or a replacement must be found.

The summary at the top of the report shows:

- **Total Expected Vacancies** – Vacancies based on the selected filters.
- **Current Vacancies** – Seats currently vacant based on the selected filters.
- **Total Seats** – Active seats based on the selected filters.
- **Vacancies Published** – Vacancies that are currently published on LIMS.



The report can be filtered by:

- **Expected vacancy date range** – Select a range that extends to through the end of the current term.
- **Tier** – Tiers are 1-5 and not applicable. See CityTalk for definitions of tiers.
- **Seat type** –
 - **Appointed** – These are seats that use the open appointments process.
 - **Elected** – These are seats for elected officials.
 - **External** – These are seats the City appoints to external boards, like MPHA.
 - **Qualified** – These are seat that require a special qualification like being an attorney.

- **Nominated by –**
 - **Council** – Seats selected by Council without the Mayor.
 - **Council and Mayor** – Open appointments process
 - **Council President or Council Member**
 - **Department Administration** – Like Public Works Special Service Districts
 - **Electorate** – Elected official
 - **Mayor** – Mayor or mayor designee
 - **Non-City Appointment Authority** - Court
 - **Ward 1-13** – By ward Council Member
- Search at the top of the table can be used to filter meeting body.
- Click the download icon to download the information into a spreadsheet. 

Board report

The Board Report contains all the information from the Board Detail pages that displays on LIMS. The main purpose of this report is for the Clerk’s Office to verify that all the information about boards is entered consistently. Whether you support one meeting body or more, you can check this report to see that the information is complete and accurate.

You can filter by Board Status and Tier. You can use the search to quickly find a board in the table.

The Board Report includes:

- Tier
- Established date
- Enabling legislation
- Number of seats
- Quorum
- SEI requirement
- Compensation
- Department
- Staff Liaison name and contact information
- Board status (and end date if discharged)

Demographic report

The Demographics report is only available to the Clerk's Office. This report contains all the demographics data from questionnaire that the applicant completes online. It includes the board to which the person applied but is meant to be anonymous. It includes:

- Ethnicity
- Geographic information
- Renter/home ownership
- Gender
- Sexual identity
- Age
- Income
- Employment status
- Education

Once a year, this data is analyzed by Neighborhood & Community Relations and reported to City Council.

Information on public LIMS website

Calendar

The LIMS home page includes a calendar section.

- **Upcoming Meetings** – Displays the next five meetings.
- **Marked Agenda (Recent Actions)** – Shows the latest marked agendas.

View More links to the full calendar which is also in the menu at the top of the page.

The full calendar can be filtered by the tabs at the top of the page:



- **Council** – City Council and its committees.
- **Independent Bodies** – Policy-making bodies defined by city charter or state law.
- **Boards & Commission** – Advisory or special purpose bodies that advise Mayor & Council.
- **Events** – Public events where Council Members have been invited and may attend.

You can change the display of the calendar:

- Upcoming, which is a list-type view
- Monthly
- Weekly



Upcoming Month Week

Pro Tip: You can link to your meeting body’s calendar page by using the meeting body’s abbreviation. Using this format:

- lims.minneapolismn.gov/calendar/boards/upcoming/BAC
- lims.minneapolismn.gov/calendar/independent/upcoming/audit

You can find you meeting body’s abbreviation by looking at the last part of the board details web address. For example, Bicycle Advisory Committee is lims.minneapolismn.gov/Boards/BAC. Their abbreviation is BAC.

You can link to the calendar’s specific view by changing the address between:

- lims.minneapolismn.gov/calendar/boards/upcoming/BAC
- lims.minneapolismn.gov/calendar/boards/monthly/BAC
- lims.minneapolismn.gov/calendar/boards/weekly/BAC

On the calendar, the meeting body and location links to a Meeting Detail pop-up that shows:

- Meeting date
- Meeting type
- Time
- Location
- Address

These details are taken from the [Manage Meeting Calendar page](#).

When the agenda is published it is also linked from this pop-up. Once the marked agenda is published, it replaces the agenda link.

Meeting bodies

Under **All Independent Bodies** or **All Boards & Commissions**, you find a list of all the meeting bodies by name, with a short summary of what they do.

- You can select a board or search for it at the top of the list.
- To view more details, click on the board name.

Meeting information

Independent Bodies and Boards & Commissions each have a section of the LIMS website where their information is published. This page is like the City's old website where all the meeting body's materials are published in one location.

- Under Independent Bodies or Boards & Commissions, select Meeting Information
- You can filter by meeting body or search for it at the top of the list, to see only those results
- Agenda webpages are linked to the meeting date
- Minutes are published as PDF documents.
- Videos are linked if the meeting body is broadcast



Pro Tip: You can link to your meeting body's Meeting Information page by using the meeting body's abbreviation. Using this format:

- lms.minneapolismn.gov/boards/meetings/BAC
- lms.minneapolismn.gov/independentbodies/meetings/MCCR

Board detail page

Each board or commission has a detail page that includes:

- A full description of the board
- Membership details
- Member roster
- Meeting details
- Legislative details
- Contact information
- Subcommittees, if applicable

This information is maintained by the ABC Admin. To revise or correct this information, contact the ABC admin at ABCadmin@minneapolismn.gov.

Inactive boards

Under **All Independent Bodies** or **All Boards & Commissions**, you find a link to *Inactive Boards or Inactive Independent Bodies*. Here we list all the boards and commissions that are no longer active.

We update the inactive Board's Detail page with the board's end date and remove the list of members.

You can find their Board Detail page and a link to previous agendas and minutes published in LIMS.

We currently publish all meeting information created in LIMS. However, in the future we will be removing old information according to the City's retention schedule. For example, advisory board meeting materials old than 6 years will be removed.

Contact us

LIMS provides convenient access to Minneapolis legislative and policy-related information. We welcome your feedback or questions about our system.

Office of City Clerk
350 S. 5th Street, Room 304
Minneapolis, MN 55415

612-673-2216
LIMS@minneapolismn.gov