

# **Rules of Order and Procedure for City Council**

**(Amended February, 2023)**

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## **Section 1 – Role and Authority of the Mayor as Council Chair**

### **1.0 – Role of the Mayor as Council Chair**

- A. The Mayor shall serve as Council Chair and preside at all City Council meetings.
- B. Shall determine that a quorum is present before transacting business.
- C. Shall recognize and call upon speakers.
- D. Shall determine if motions are in order.
- E. Shall preserve order and enforce the rules of procedures and conduct.
- F. Open discussion and introduce items listed on the agenda. The Mayor preserves the right to change the order of the agenda at his/her discretion.
- G. Determine the seating arrangement of Councilmembers. However, any two or more Councilmembers reserve the right to exchange seats.
- H. While the Mayor/Chair has the authority to preserve decorum in meetings, the City Manager is also responsible for the orderly conduct and decorum of all city employees under the City Managers direction and control.

## **Section 2 – General Information on Public Meetings**

### **2.0 – General Rules**

- A. **Quorum** - The minimum number of City Council members necessary to constitute a quorum is three (3), excluding the Mayor.
- B. **Council Attendance** - Excused absence shall be granted to any Councilmember when requested in advance.
- C. **Robert’s Rules of Order**- Robert’s Rules of Order, 12th Edition or newer, are adopted and incorporated herein by reference.

### **2.1 – Regular Meetings**

- A. **Standing Location, Date and Time** – Regular City Council meetings shall be held on the first and third Tuesdays of each month. City Council meetings shall be convened in the City Council Chambers at 75 North Main Street, in Heber City, beginning at 6:00 p.m.
- B. **Alternate Location, Dates and Times** – The City Council may elect to meet at alternate locations, dates and times. Upon such election, public notice shall be given of the change in accordance with Utah State Law.
- C. **Cancellation and/or Rescheduling of Meetings** - Any regular meeting may be canceled or rescheduled by a majority vote of the City Council. The City Recorder shall ensure that any cancellation, alternate date/time or alternate location is published on the City’s website or other generally accepted medium, as designated by city ordinance or State Law.

## 2.1– Workshop Meeting

- A- When determined necessary, the City Council may conduct workshop meetings prior to regular City Council meetings, or on other days approved by the City Council, in order to allow the City Council to informally review items of interest. The time of the workshop meeting will be posted in accordance to State Code. The City Council may not take formal action on items during the workshop.

## 2.2 – Special Meetings and Emergency Meetings

- A. Consistent with State Law, special meetings may be called at any time by the Mayor or by two or more members of the City Council. The City Recorder shall post notice thereof as provided by State Code. Special meetings may be held at any location, as long as such meetings are conducted in accordance with State Code.
  1. At least three hours’ notice will be given of any special meeting.
  2. An order of the special meeting is to be entered in the minutes of that meeting.

## 2.3 – Notice of Meetings –

- A- **Posting in General Circulation** -The City Recorder shall publish in at least one newspaper in general circulation within the city, a statement of dates, times and places of the City Council meetings for the calendar year. Posting shall occur at least one week prior to the first regular meeting of the calendar year. One additional alternate posting shall be on the City’s Website.
- B- **Electronic Postings** – Pursuant to Utah Code Sections 52-4-207, 63G-3-201 and 4-2-103, and State Rule 51-7, Open and Public Meetings Act Electronic Meetings, Heber City has adopted its own electronic/ virtual meetings protocol, ordinance 2006-05. This City Ordinance remains in conformity with State Code requirements, as that Code may be amended from time to time. With regard to alternate and electronic postings, the City Recorder shall post in compliance with the current State Code requirements, in no less than three (3) locations, some of which could be at the physical location of the meeting, in a newspaper of general circulation, or the City Website, or other generally accessible social media. City virtual/ remote meetings are governed in the same manner, including posting and noticing requirements, as physically attended and in person meetings. The 2006-05 City Ordinance allows the City Council to notice, post and convene electronically. *Said Ordinance is attached and incorporated herein as Exhibit A.*
- C- **Posting of the Agenda** -The Regular City Council meeting agenda shall be posted at 6:00 p.m., the Thursday, five (5) calendar days prior to the next Tuesday regular City Council meeting. However, urgent or time sensitive agenda items and agenda information may be posted up until 24 hours prior to the City Council meeting as provided by law. Any emergency items may also be posted up until said 24 hours prior to the City Council Meeting as provided law.
- D- **Conformity** - The City Recorder shall check at reasonable intervals to ensure that these postings remain accurate, are accessible to the public, and conform to State Code.

## **Section 3 – Agenda Submission Deadlines and Distribution**

### **3.0 – Deadline for Submission and Removal of Agenda Items -**

**A- Deadline for the General Public** - All Items submitted by the general public to be presented at Regular City Council Meeting must be in writing, and includes all desired supporting documentation and material. The general public deadline for submitting an item to the City Recorder is 5:00 p.m., Monday, eight (8) days prior to the next Tuesday regular City Council Meeting at which the item(s) are to be presented. As an alternative, the general public may raise any item with the City Council that is not on the Council agenda, during a regular meeting’s public comment section of the agenda.

**B- Deadline for City Council** - The deadline for a City Council Member to submit an item to the City Recorder is 12 noon, Thursday, prior to the next Tuesday City Council meeting, or five (5) days prior of the City Council meeting if the meeting falls on an alternate day of the week. Items, including staff reports and supporting material, submitted by the City Council to present at the Regular City Council Meeting must be in writing and submitted per the referenced deadlines to insure sufficient time to complete internal administrative reviews of proposed agenda items.

#### **C- Removal of Agenda items –**

1. Individuals may request to the Mayor or City Manager to remove any item they submitted from the agenda at any time.
2. The Mayor or City Manager has the authority to remove agenda items unless a Councilmember has placed it on the agenda. The Mayor or City Manager must then have the approval of that Councilmember to remove the agenda item.
3. In the event items are directed not to be placed on an agenda or removed from an agenda by the Mayor or City Manager after posting, the City Council shall be informed of such removal, or directive. Additionally, any such removals after posting, shall be reflected in the revised agenda as a redline strikeout notation.
4. Staff Reports are to be independent of edit or modification by members of the governing body prior to their submission to the Recorder and placement on the Council Agenda. If, however, a member of the governing body desires specific information be included in staff reports, such requests shall be directed to the City Manager.

### **3.1 – Agenda Posting and Material Upload**

**A- Posting of Agenda.** Barring unavoidable difficulties or holidays, City Council Meeting Agenda will be *posted 6:00 p.m., Thursday*, prior to the next Tuesday City Council meeting, or five (5) days prior of the City Council meeting if the meeting falls on an alternate day of the week. The Meeting Agenda may not be changed, this includes but is not limited to adding, removing or modifying any individual item of the Agenda, within twenty-four (24) hours prior to the Meeting, pursuant to Utah Code 52-4-202, and the Public Notice Website.

- B- **Material Upload.** Agenda Material shall be uploaded by 6:00 p.m., the Thursday, five (5) calendar days preceding the next Tuesday City Council meeting.
- C- **Media Notification** – Media notification shall be accomplished by the City’s upload to the Utah Public Notice Website; [utah.gov/pmn](http://utah.gov/pmn).

### **3.2 – Agenda Item Information**

- A. **Support Material for Agenda Items** - Each agenda item shall be accompanied with any support material needed for Councilmembers to take action.
- B. **Numbering and Indexing of Agenda items** – All items shall be numbered or lettered sequentially for purposes of consideration on the Agenda.
- C. **Consent Agenda** - The Consent Agenda shall contain routine, non-controversial items that require City Council action but need little or no City Council deliberation.
- D- **Non-Agenda Items** - While matters not on the agenda may be discussed, no final action can be taken on any matter not on the written agenda.

## **Section 4 – Participation in Public Meetings**

### **4.0 – Councilmembers’ Right to Speak**

- A. **Requesting to Speak** -While each member has the right to speak, the Councilmember must request this right by addressing the Chair. The Chair must recognize any Councilmember who seeks the floor when appropriately entitled to do so. Upon being recognized, the Councilmember may proceed.
- B. **Staying on Topic** - Councilmembers will limit their comments to the subject matter, time or motion being currently considered by the City Council.
- C. **Interrupting** - A Councilmember, when given the floor, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another Councilmember, or unless the speaker chooses to yield a question from another Councilmember. Councilmembers shall not be interrupted in making a motion. Any motion shall be allowed to proceed for a second.

### **4.1 – City Employees’ Right to Speak**

- A. **City Manager and Administrative Level Officials** - The City Manager and any other appointed, administrative level official shall be entitled at all times to any privilege of the floor for the purpose of speaking upon any question that pertains to their duties, responsibilities and authority.

### **4.2 – General Participation in Public Meetings and Public Hearings**

- A. **Invited to Attend** - All are welcome to attend City Council public meetings and hearings, and will be admitted up to the fire safety capacity of the room.

- B. Addressing City Council** – The Chair must first recognize any party representing an item on the agenda, desiring to address the Council. When called upon, the person will approach the podium and state their name and address to be included in the meeting minutes. If speaking for groups, the name of the group should be stated.
- C. General Public Comment to Agenda and non- Agenda Items**– Following the Consent Agenda segment, there shall be a portion of the City Council Meeting designated as Public Comments for non-Agenda Items. During this time the public may address non-agenda items to the Council. This segment shall be limited to twenty (20) minutes, total.  
Public comment on agenda items shall be governed by Section F below. Persons addressing the City Council representing an agenda item shall confine their remarks to matters related to the agenda item.
- D. Equitable Time to Speak** - To guarantee all persons, on the agenda, and acting as presenters an opportunity to be heard, initially, all such speakers will be given the same amount of time to speak. Presentations shall be limited to twenty (20) minutes each, but may be extended or shortened at the discretion of the Chair
- E. Sharing Unused Time** - No speaker will be allowed to yield any part of his/her time to another, and no speaker will be credited with time requested but not used by another.
- F. Public Comments to Agenda Items** -

- 1. There shall be an opportunity for public comment on Agenda Items following the *General Business*, of the meeting.
  - a. This public comment segment shall come during the *Action Items* portion, after following format:
    - The agenda item presentations from consultants or item presenters, and/or staff,
    - Public comment, limited to ten (10) minutes,
    - Mayor and Council questions, deliberation and discussion,
 This entire public comment segment shall be limited to a total of ten (10) minutes for each Agenda Item following staff, or sponsor’s presentations. Upon completion of this final public comment segment of the meeting, the Council shall be allowed to deliberate and discuss without interruption.
    - b. During this designated public comment portion of the Meeting, for agenda or non-agenda items, members of the public that wish to speak must first be recognized by the Chair. Redundant comments may be cut off at the discretion of the Chair. Once the Council has begun its deliberation, no further public comment shall be permitted. Once action has been taken on an agenda item, further public comment shall not be permitted unless mandated by State Law.
    - c. No public comment will be received after an initial motion unless that motion fails for lack of a second.

2. Additionally, public comment shall be permitted at any time electronically by way of the City Council group email.

- G. **Rules of Conduct for the Governing Body** – Subject to State Rules, Regulations, or Code, Councilmembers may expel any other Councilmember on a two thirds vote, for acts that in the Council’s majority opinion, rise to a degree of substantially disrupting the orderly function of the Meeting.
- H. **Rules of Conduct for the General Public** - Members of the audience shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, clapping, whistling, stamping, or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the meeting unfeasible. Such demonstrations shall not be permitted and those engaged in such conduct will be removed from the meeting room by the sergeant-at-arms at the discretion of the Chair.
- I. **Banners and Signs** - No placards, banners, or signs will be permitted in the City Council chamber or in any room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with agenda items are permitted.

## **Section 5 – Motion Procedures**

### **5.0 Motions**

- A. Any matter that requires a City Council decision shall be brought before the Council by motion.
  - 1. Motions of any kind are not permitted during Workshop meetings.
- B. The Chair has every right as a member of the City Council to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the City Council is willing to step forward to do so at a particular time.
- C. A Council Member may call for a motion at any time, and shall be recognized by the Chair.

### **5.1 Using General Consent for Motions**

- A. The Chair may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the council.

### **5.2 Allowed Motions**

- A. There are three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.
  - 1. **Initial Motion.** -The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we adopt...". The commencement of an initial motion suspends debate. The Chair shall recognize the motion and allow for opportunity of a second, at which point, there may be discussion on the motion by the Council, but no further public comment. If there is no second, or a motion is defeated, debate may continue unless, or until there is another motion offered.



**2. Motion to Amend.** - If a Councilmember wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion that is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

**3. Substitute Motion.** - If a Councilmember wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would make a substitute motion. A substitute motion might be: "I move that we refer ordinance number 10-1 to the planning commission for its recommendation."

### **5.3 Allowed Number of Motions on the Floor at the Same Time**

**A.** There can be up to three motions on the floor at the same time and no more than three. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

### **5.4 Motions Not Debatable**

**A.** The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

### **5.5 Reconsidering a Motion**

- A.** A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider.
- 1.** Timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly placed on the agenda.
  - 2.** A motion to reconsider cannot be made at a special meeting of the Council unless the number of Councilmembers present at the special meeting equals or exceeds the number present at the meeting when the action was approved.
  - 3.** A motion to reconsider can only be made by a member who voted in the majority on the original motion.

### **5.6 Appealing the Ruling of the Chair**

**A.** Any Councilmember may appeal to the City Council any ruling from the Chair. If the appeal is seconded, the Councilmember making the appeal may briefly explain the reason for the appeal; but there shall be no debate on the appeal, and no other Councilmember shall participate in the discussion. The Chair shall then put the appeal to vote, if a majority of the Councilmembers vote to drop the appeal, the ruling of the Chair is sustained; otherwise it is overruled.

## **Section 6 - Voting Procedures**

### **6.0- Council Voting-**

- A. Methods of Voting** - As prescribed by State Law, a roll call vote is to be taken for all ordinances, resolutions, and any action that creates a liability to the City. Each Councilmember’s vote must be clearly set for the record. No member shall address the Chair or demand the floor while a vote is being taken. No proxy votes or comments are permitted during voting. Every resolution or ordinance shall be in writing before the vote is taken.
- B. Abstention** - Every Councilmember present has the right to abstain from voting. Abstentions are the equivalent to a no vote when determining the outcome of the vote since it takes three yes votes to pass any matter.
- C. Voting Results** - The Chair shall announce the results of the voting, and state whether the matter voted upon passed or failed.
- D. Minimum Vote Required** - The minimum number of yes votes required for passing of any ordinance or resolution or to take any action by the City Council, unless otherwise prescribed by State Law, is a majority of the voting members of the council. Any ordinance, resolution or motion of the City Council having fewer favorable votes than required is defeated and invalid.
- E. Voting by the Mayor** - The Mayor is a non-voting member of the City Council except as provided by State Law:
  - 1. The Mayor by State Law may vote on each matter for which there is a tie vote of the other Councilmembers present; or when the Council is voting on:
    - a. Whether to appoint or dismiss a municipal manager; or
    - b. An ordinance that enlarges or restricts the Mayor’s powers, duties, or functions
- F. Tie Vote** – A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is no affirmative vote, the result is no action. A vote of 2-2 with one abstention means the motion fails. Only when one Councilmember is absent and the vote is 2-2, the Mayor is entailed to vote.

## **Section 7 – Order of Business for Regular Meetings**

### **7.0 – General Order**

- A.** City Council Meetings will be generally conducted in the following order, unless otherwise specified.
- B. Workshop Agenda**
  - 1. Call to order and announce a quorum is present
- C. Regular Meeting Agenda**
  - 1- Call to order and announce a quorum is present
  - 2- Pledge of Allegiance
  - 3- Invocation or Thought
  - 4- Conflict of Interest Disclosure
  - 5- Consent Agenda
  - 6- Public Comments

- 7- General Business (*New Section*). This Section shall consist of the following format, in this particular order.
  - Awards
  - General Presentations
  - City/Public Hearings
- 8- Acton Items. This Section shall consist of the following format, in this particular order.
  - Staff/ Consultant Presentations
  - Public questions/comments: This segment shall be limited to 10 minutes per agenda item.
  - Council and Mayor/Chair questions
  - Council Deliberations
  - Opportunity to Councilmember Motions, which may be called at any time
- 9- Communication
- 10- Adjournment
- 11- Executive Session (as needed)

### **7.1 – Standard Adjournment**

- A. The hour of adjournment is 10:00 p.m., and will not continue beyond that time without a majority vote of the City Council.
  - 1. To assist in making the determination to continue past the hour of adjournment, the City Council may determine if deliberation could be concluded by 10:30 p.m. and continue to that time. Otherwise all items remaining after the hour of adjournment will be deferred until the next scheduled meeting.

## **Section 8 – Order of Business for Public Hearings**

### **8.0 – General Order**

- A. Unless required by State Code, the decision to hold a Public Hearing shall be subject to the consent of a majority vote of the City Council in an open meeting.
- B. The manner of conducting Public Hearings shall be subject to this Section and ultimate Council consent.
- C. Public Hearings will generally be conducted in the following order, unless otherwise specified by Council.
- D. Staff will review the matter, will prepare a staff report, and may make a recommendation or propose alternatives to the City Council prior to the Public Hearing.
- E. Notice of statutory Public Hearings will be posted as required by Law. Additional or voluntary Public Hearings should be noticed as practicable or as can be reasonably accommodated.
- F. The members of the City Council will receive the staff report for the matter in the agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report, which

will become part of the Public Hearing record, and to become familiar with the item prior to the Public Hearing.

- G.** When the Public Hearing is called, staff will summarize the matter as contained in the staff report or request a continuance to a future meeting. The City Council may ask questions of staff for clarification.
- H.** The Chair opens the Public Hearing.
- I.** Subject to reasonable administrative procedures, all members of the public should be given the opportunity to speak during the Public Hearing. General comments and questions from the public may be limited to maximum of five (3) minutes per person provided, however, the spokesperson for larger groups may be allowed up to ten (5) minutes (time permitting). Individuals or groups shall not be allowed to defer any portion of their time to other speakers.
- J.** No repetitive or redundant testimony is allowed.
  - 1.** A speaker shall not present the same or substantially the same items or arguments to the Council repeatedly or be repetitious in presenting their oral comments.
  - 2.** In order to expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Any group of individuals wishing to address the Council on the same subject matter is encouraged to designate a spokesperson. With the consent of the City Council, the Chair may extend the time allocations for a designated spokesperson as needed.
- K.** Following each presentation, members of the City Council may question the speaker(s).
- L.** When all parties have been heard and there are no additional requests to speak, the Chair shall close the Public Hearing.
- M.** Upon completion of public comment, the Council shall be allowed to deliberate and discuss without interruption.
- N.** If the City Council raises new issues through deliberation and seeks in its discussion to take additional public testimony, the Public Hearing may be reopened. At the conclusion of additional public testimony, the Chair shall again close the Public Hearing.
- O.** Any member of Council may make a motion to:
  - 1.** Continue the Public Hearing to a future date to allow for further study/discussion; or
  - 2.** Close the Public Hearing and do one of the following:
    - a.** Approve the matter as submitted,
    - b.** Conditionally approve the matter with certain revisions,
    - c.** Deny the matter, or
    - d.** Deny the matter without prejudice (this action will allow the applicant to re-file without waiting a specified time period and will permit the waiver of any required fees).
- P.** The applicant may withdraw the matter at any time before a vote is taken by the City Council.
- Q.** The Chair announces the final decision of the Council.