

**WEST BOUNTIFUL CITY COUNCIL
RULES OF ORDER AND PROCEDURE**



- A. Meeting Agenda – The Mayor determines the agenda for all Council meetings. Two Council members may require any item to be placed on an agenda by providing the Mayor or Recorder a signed request.
- B. Reports – To help ensure the public will have a reasonable expectation of what will be discussed at a meeting, Council members must inform the City Recorder by noon of the Thursday preceding a regular meeting if:
1. The Council member has a specific issue on which to report during the meeting;
 2. The Council member requests that a member of staff report on a specific issue.
- C. Electronic Meetings
1. Council members may participate in meetings electronically (by phone, internet, or other similar technology) in accordance with the provisions of this section. Such participation must provide for open access which, at a minimum, means that the member participating electronically must be able to make comments that can be heard by all in attendance and hear comments from those speaking.
 2. Three (3) Council members, excluding the Mayor, must be present in person at the meeting in order to form a quorum.
 3. No more than two (2) Council members may participate electronically at any meeting.
 4. If the Mayor is not physically present at a meeting and is participating electronically, the mayor pro-tempore shall preside over the meeting.
 5. If a Council member desires to participate electronically in a meeting the member must inform the City Recorder at least 48 hours before the meeting so that proper arrangements can be made. Agendas for meetings in which one or

more members will participate electronically must provide a description of how the members will be connected to the meeting.

6. Electronic participation should be allowed only under circumstances when it would be difficult, burdensome, or onerous for the member to be physically present. In order to prevent abuse of this privilege, no single member of the Council may participate electronically more than three (3) times in any one calendar year. The Mayor may deny a request by a member to participate electronically based on available equipment capability.

D. Parliamentary Order and Procedure

1. General order for deliberative agenda items:
 - a. The Mayor introduces each agenda item;
 - b. City Staff is invited to present background on the item and provide comments and/or recommendations;
 - c. The petitioner or applicant, if applicable, is invited to present additional information, if necessary, and stands available to answer questions;
 - d. Council members ask questions and seek clarification on issues presented;
 - e. Council members discuss and debate the issues;
 - f. The Mayor requests a motion. The motion may be to approve, deny, table, or approve with conditions, the proposal before the Council;
 - g. Upon motion and second, the Mayor invites further discussion. When the discussion has concluded or when a majority of the Council members present request a vote, the Mayor calls for a vote. As called, the Council members vote on the motion. Prior to casting a vote, any Council member may explain the basis for his or her vote.
2. Voting – A roll call vote must be taken and recorded for all ordinances and resolutions, any action which may create a liability for the City, and in any other case at the request of a Council member.
 - a. Minimum Vote Required – The minimum number of affirmative votes required to pass any ordinance or resolution, or to take any action by the Council, unless otherwise prescribed by law, is three (3).
 - i. Any ordinance, resolution or motion of the City Council having fewer favorable votes than required herein shall be deemed defeated and invalid, except a meeting may be adjourned to a specific time by a majority vote of the City Council even though such a majority is less than that required herein.

- ii. A majority of the members of the City Council, regardless of the number, may fill any vacancy in the City Council as provided in Utah Code Annotated § 20A-1-510, as amended.

b. Motions

- i. **Making Motions.** Any Council member may make a motion.
 - ii. **Seconding Motions.** A second to the motion is necessary before the motion may be discussed or a vote taken.
 - iii. **Withdrawing a Motion.** The maker of the motion may withdraw the motion if no member of the Council objects to its withdrawal. If an objection is made, the Mayor may call for a vote regarding the withdrawal of the motion.
 - iv. **Substitute Motions.** All amendments or substitute motions shall be offered as amendments to the main motion first made. The procedure for amendments shall be the same for any motion, including acceptance of the amendment by the Council member who seconded the main motion. Action is to be taken on the amendment first before any action is taken on the main motion. (Approval of the amended motion dispenses with the main motion; the main motion remains pending following denial of the amended motion.)
 - v. **Non-debatable Motions.** A motion to adjourn, take a recess, or retrieve an item from the table shall be voted upon without debate.
- i. Reconsideration – Any action taken by the Council may not be reconsidered or rescinded at any special meeting unless the number of members of the Council present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

E. Civil Discourse

1. Rules of Decorum for the Public

- a. The Mayor or presiding officer shall at all times have the authority to conduct and maintain order in all public meetings.
- b. Members of the public must remain respectful and civil during all portions of a meeting. In general, cheering, applauding, scowling, muttering, and other disrespectful conduct is not considered to be

appropriate. Members of the public invited to speak are not to make personal references or attacks on the reputation of other persons.

- c. So as not to interrupt the proceedings, members of the public may address the Council only after being recognized by the Mayor or presiding officer. In general, such addresses will occur only during a public comment period, a public hearing, or when presenting an item listed on the agenda.
- d. Once recognized, the individual shall come to the podium and state his/her name for the record before making comments.
- e. Regular Council meetings include a "Public Comment" agenda item which is a portion of time for members of the public to address the Council for not more than three minutes, or five minutes if the individual represents a group.
- f. The Council, by a two-thirds vote, may expel any person who is disorderly during a meeting.

2. Rules of Decorum for Members of the Council

- a. Council members must remain respectful and civil during all portions of a meeting, and must support the Mayor in maintaining order.
- b. The Council, by a two-thirds vote, may fine or expel from a meeting any member for disorderly conduct.

- F. Ethical Requirements – City Council members must comply with the Municipal Officers' and Employees' Ethics Act (Utah Code §§ 10-3-1301 to 10-3-1312), as amended, including its provisions governing the disclosure of conflicts of interest or potential conflicts of interest during public meetings.