



**TOQUERVILLE CITY
RESOLUTION #RES.2019.03
CITY COUNCIL POLICY AND PROCEDURES**

A RESOLUTION TO ADOPT POLICY AND PROCEDURES FOR THE TOQUERVILLE MAYOR AND CITY COUNCIL MEMBERS CONCERNING MEETINGS, AGENDAS, RULES OF ORDER, ORDINANCES, RESOLUTIONS, AGREEMENTS; CREATION OF COMMITTEES, BOARDS AND COMMISSIONS; PUBLIC HEARINGS, AND RULES OF CONDUCT.

WHEREAS, the City of Toquerville, (“City”) is an incorporated municipality duly organized under the laws of the State of Utah; and

WHEREAS, the City Council is committed to the principles of good governance; and

WHEREAS, the adoption of Toquerville City Council Policy and Procedures will provide assistance and direction to elected officials in their performance of duties while serving the public interest, and honoring the public trust; and

WHEREAS, the policy and procedures follow the mandatory rules pursuant to Utah State Code Title 52-Public Officers, Chapter 4-Open Public Meetings Act and Title 10-Utah Municipal Code, Chapter 3-Municipal Government, Part 6 Section 606 Rules of Order and Procedure; and

WHEREAS the City’s desire to adopt these policies and procedures for the city council will foster structure, clarity, and provide direction during city council meetings.

THEREFORE BE IT RESOLVED, that the Toquerville City Council shall adopt the following TOQUERVILLE CITY COUNCIL POLICIES AND PROCEDURES.

ADOPTED by the City Council of Toquerville City, Utah this 11th day of April, 2019 ON THE FOLLOWING VOTE:

Council Member:

Keen Ellsworth

AYE NAE ABSTAIN ABSENT

Ty Bringhurst

AYE NAE ABSTAIN ABSENT

Paul Heideman

AYE NAE ABSTAIN ABSENT

Justin Sip

AYE NAE ABSTAIN ABSENT

Alex Chamberlain

AYE NAE ABSTAIN ABSENT

Approved By: _____


Keen Ellsworth, Mayor Pro Tempore

Attested By: _____


Dana M. McKim, City Recorder



Toquerville City Council Policies and Procedures

April 11, 2019

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TOQUERVILLE CITY COUNCIL POLICIES AND PROCEDURES

1. PURPOSE

- 1.1 Meeting Policies and Procedures: These Meeting Policies and Procedures of the City Council of Toquerville City (“Council”) are intended for the government of the Council, the preservation of order, and the orderly transaction of Council business. These Policies and Procedures should assist and give direction to the Council in conducting their meeting not inhibit it.

2. AUTHORITY

- 2.1 City Code: The Toquerville City Code and the Utah Municipal Code provides that the Council may determine its own procedure policies. These policies shall be in effect until such time as they are amended or new policies are adopted by the Council.

3. GENERAL RULES

- 3.1 Public Meetings: All official meetings of the Council (except where State or local law allows for closed sessions) shall be open to the public “Open and Public Meetings Act” pursuant to Section 52-4-101 of Utah Code Ann. The Council shall give at least twenty-four (24) hours advanced notice of its meetings unless an exception for shorter notice is provided under state law. The approved and corrected minutes of the proceedings of these open meetings shall be available for public inspection.
- 3.2 Location: The location of all regular, special, emergency and work session meetings, unless publicly noticed differently, shall be in the Council Chambers in the Toquerville City Hall located at 212 North Toquerville Boulevard, Toquerville, Utah 84774.
- 3.3 Quorum: Three members of the Council shall constitute a quorum. A minimum of three votes shall be necessary to take any action, except where more votes are required by Section 7.2.
- 3.4 Recognition by the Mayor: The mayor shall recognize all Council members, staff and/or individuals from the general public before addressing the Council on any issue.

4. TYPES OF MEETINGS

- 4.1 Regular Meetings: The Council shall meet in accordance with the annual meeting schedule as approved or as amended.

- 4.2 Special Meetings: Special Meetings may be called by the Mayor or by a request of at least two (2) members of the Council to consider any matter.
- 4.3 Emergency Meetings: Emergency Meetings may be called by the Mayor or by a request of at least two (2) members of the Council to consider matters of an emergency or otherwise urgent nature. All Emergency Meetings shall be called, noticed and conducted consistent with Section 52-4-202, subsection (5), of the Utah Code. An attempt shall be made to notify all the members of the Council of the meeting in advance. The best practicable public notice of the meeting shall be given.
- 4.4 Closed Meetings: The Council may adjourn to a Closed Meeting to discuss one or more of the purposes set forth in Section 52-4-205 of the Utah Code, as listed below (or others, as allowed by state statute):
- a) Discuss the character, professional competence, or physical or mental health of an individual.
 - b) Hold a strategy session to discuss collective bargaining.
 - c) Hold a strategy session to discuss pending or reasonably imminent litigation.
 - d) Hold a strategy session to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the public body from completing the transaction.
 - e) Hold a strategy session to discuss the sale of real property.
 - f) Discuss the deployment of security devices and investigative proceedings regarding criminal conduct.

Adjournment to a Closed Meeting requires a two-thirds (2/3) vote of the Council members present. At least one of the appropriate purposes of the Closed Meeting shall be identified and recorded in the minutes of the open meeting from which it is adjourned.

- 4.5 Work Meetings: The Council may meet informally in Work Meetings (open to the public) to review upcoming programs of the City, to receive progress reports on current programs or projects, and to discuss policy issues. No final vote may be taken in a Work Meeting.
- 4.6 Retreats: The Council may meet informally in Retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final vote may be taken in a Retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one or more of its members participate by means of a telephonic or telecommunications conference pursuant to Section 52-4-7.8 of the Utah Code, as amended.
- A. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
 - B. The anchor location as described in State law shall be the Council Chamber located at the Toquerville City Hall, 212 North Toquerville Blvd, Toquerville,

Utah 84774.

- C. Public notice of the electronic meeting shall be given pursuant to Section 52-4-6 of the Utah Code, as amended by:
 - 1. Posting written notice at the anchor location;
 - 2. Providing written or electronic notice to (a) at least one newspaper of general circulation within the state; and (b) a local media correspondent;
 - 3. Posting written notice on the City website; and
 - 4. Posting written notice to the Utah Public Meeting Notice website.
- D. In addition to giving public notice as described above, the City shall provide notice of the electronic meeting to the members of the Council at least twenty-four (24) hours before the meeting so that they may participate in the meeting and be counted as present for all purposes, including the determination that a quorum is present. All notices shall include a statement that one or more members of the Council will be participating electronically, a description of how the member(s) so participating will be connected to the electronic meeting, and the regularly published agenda for that meeting.
- E. No council meeting may be held electronically unless at least three Council members are present at the anchor location. The Mayor, or the Mayor pro tempore (hereafter "Mayor Pro Tem") duly elected and acting as set forth in section 6 below, shall conduct the meeting from the anchor location. However, if neither the Mayor nor the Mayor Pro Tem is present at the anchor location, the Council shall select from its membership at the anchor location a Mayor Pro Tem for the sole purpose of conducting the electronic meeting.
- F. Immediately prior to opening the meeting, the Mayor or Mayor Pro Tem shall communicate with the person or persons who is/are participating electronically and ensure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the Council member participating electronically wishes to withdraw from the meeting.
- G. If a Council member who participates electronically withdraws from the meeting, the rest of the meeting agenda may be completed provided there is still a quorum of the Council present at the anchor location or there are sufficient other Council members participating electronically to comprise a quorum with those at the anchor location.
- H. The public may attend and monitor the open portions of the meeting at the anchor location and may participate in all public hearings to the same extent normally allowed.
- I. Prior to taking a vote on any issue, the Mayor or Mayor pro tem shall inquire of the Council member participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, and shall allow that member the opportunity to make any comments he or she

desires.

- J. The minutes of the meeting shall designate the name of each Council member who participated electronically, the nature of the electronic communication, and the duration of the Council member's participation.

5. ORDER OF BUSINESS

- 5.1 Regular and Special Meetings: Regular City Council meetings shall be scheduled on the second Thursday of each month at 6:00 p.m. and a Work Meeting on the first Thursday of each month at 6:00 p.m. As noted in 4.2 the Mayor or any two (2) City Council members may call a Special meeting at any time (with proper notice), if such a meeting is deemed necessary.

The general rule as to the order of business in regular and special meetings shall be as follows:

- A. CALL TO ORDER - by the Mayor.
- B. OPENING CEREMONY - Opening Comments and Pledge of Allegiance:
 - Opening Comments - as assigned by the Mayor from the members of City Council or any Toquerville resident who has submitted a request in writing prior to the meeting.
 - Pledge of Allegiance - as assigned by the Mayor from the members of the City Council.
 - Opening Prayer – as assigned by the Mayor
 - Call for Statement of Beliefs from the public present – made by the Mayor.
- C. APPROVAL OF AGENDA - The Mayor can revise the order of the agenda items during this time in order to accommodate the Council or to more efficiently handle the business at hand. During this part of the Agenda, members of the Council shall declare any conflicts of interest, and the nature of the conflict of interest, in relation to any matter which is before the Council for action, prior to any discussion of that matter. If a member of the Council realizes a conflict of interest, they may abstain from voting on the matter. If the conflict of interest is in the nature of a financial or economic interest, members of the Council are encouraged to abstain from voting on the matter. No action shall be taken on any items, not on the published agenda.
- D. APPROVAL OF MINUTES AND ACCOUNTS PAYABLE – The Council shall consider for approval any preceding meetings' minutes and any accounts payable through the date of the meeting. The Council may make any such adoption conditional upon corrections being made to the minutes.
- E. STAFF REPORTS – Reports from Staff Personnel and other various entities involved with Toquerville City government.

- F. OPEN FORUM – The Mayor can ask for and or conduct any type of General Citizen Communication during this time. This is also the time for citizens to address the City Council, limiting the time to three minutes for each person.
- F. PROCEED WITH THE APPROVED AGENDA – The Mayor will then follow the approved agenda as outlined.

The Agenda shall consist of:
 A. Public Hearing(s) and/or
 B. General Business.

- G. MAYOR/COUNCIL REPORTS – Reports from the mayor and councilmembers appointed to special boards and special assignments.
- H. CLOSED SESSION – During the Executive Session, the Council may adjourn the public meeting for the purpose of conduct a Closed Meeting pursuant to Section 52-4-205 of Utah State Code and section 4.4 of these Policies and Procedures above. Upon the completion of the purposes of the Closed Meeting, the Mayor or Mayor pro tem shall close the Executive Session and reopen the public meeting, without motion of the Council
- I. CALENDAR OF EVENTS – The Council may review upcoming meetings, holidays, community events, presentations of commendations, or other upcoming events of interest to the Council or public.
- J. ADJOURNMENT – The Council shall adjourn the meeting by motion, requiring a second and a majority of affirmative votes.

5.2 Emergency Meetings: Emergency Meetings may be called and notice given pursuant to Section 52-4-202, subsection (5), of the Utah Code. The general rule as to the order of business in Emergency Meetings shall be as follows:

- A. Call to order - by the Mayor
- B. Opening Comments
- C. Vote by Council members present to approve the Emergency Meeting
- D. Meeting Items
- E. Adjournment

In the event that fewer than three (3) of the Council members vote to approve the Emergency Meeting, the Mayor or Mayor pro tem shall immediately close the meeting without further discussion or action.

5.3 Work Meetings: The Mayor may call a Work meeting at any time (with proper notice) if such meeting is deemed necessary. The general rule as to the order of business in work meetings shall be as follows:

- A. Call to order - by the Mayor
- B. City Department Reports
- C. Public Forum
- D. Working Agenda
- E. Mayor/Councilmember Reports

- F. Possible Closed Session
- G. Adjournment

- 5.4 Placing Items on the Agenda: The Mayor is responsible for the City Council Agenda. The general rule as to when to place an item on the agenda for consideration is as follows:
- A. The Mayor may place items on the agenda for consideration, discussion, or action.
 - B. Any Council Member may place items on the agenda for consideration, discussion, or action.
 - C. The City Recorder, City Manager (if applicable), and other City Staff may place items on the agenda for consideration, discussion, or action, with the approval of the Mayor.
 - D. Residents, vendors, suppliers, partners, governmental entities, and service providers may request an item be placed on the agenda, provided they identify relevance, pertinence, or timeliness of the topic, subject to approval by the Mayor.
 - E. Non-residents may request items be placed on the agenda, such requests shall be in writing, and they shall identify relevance, pertinence, or timeliness of the topic, subject to approval by the Mayor.

The Mayor shall have broad discretion in determining when to schedule any item, both in terms of agenda order and meeting date, to ensure timely and efficient use of meeting time and to avoid overloading meeting agendas.

- 5.5 Items for the Agenda Deadline: Persons requesting items be placed on the agenda shall submit their request to the City Administrator or City Recorder, with any related supporting documentation, by 4:30 pm the Monday prior to the City Council Meeting. Requests made after the deadline may be considered on a subsequent agenda, as determined the Mayor.

6. PRESIDING OFFICER AND DUTIES

- 6.1 Mayor as the Presiding Officer: The Mayor, if present, shall act as Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor pro tem shall preside. In the absence of both the Mayor and the Mayor pro tem, the Council shall elect a temporary Mayor pro tem who will then preside at that meeting. All references to the Mayor in these Policies and Procedures shall also generally mean and refer to the Mayor pro tem duly elected by the Council and serving pursuant to section 6.6 below.
- 6.2 Call to Order: Meetings of the Council shall be called to order by the Mayor or in the Mayor's absence, by the Mayor pro tem. In the absence of both the Mayor and the Mayor pro tem, the meeting shall be called to order and the attending Council members will elect a temporary Mayor pro tem.
- 6.3 Preservation of Order: The Mayor shall preserve order and decorum; prevent attacks on personalities or the impugning of member's motives, and confine any debate to

the question under discussion.

- 6.4 Points of Order: The Mayor shall determine all points of order.
- 6.5 Time Limits: The Mayor shall have the power to set time limits on input and discussions at the Mayor's discretion.
- 6.6 Substitution for Mayor: The Council shall elect a member of the Council to serve as Mayor Pro Tem to preside at meetings and perform the duties of the mayor in the event that the mayor is unable, through absence, disability, or refusal to act, to fulfill his or her duties as set forth herein and in applicable state and local law. The Mayor Pro Tem term will be for two years. Should the Mayor Pro Tem not be present, any other member of the Council will be elected to temporarily preside at the meeting in order to cover an absence of the Mayor Pro Tem. The Mayor Pro Tem, as a member of the Council, shall, while conducting any meeting, continue to act as a voting member of the Council.
- 6.7 Motion to be Clear: The mayor shall ensure that all motions submitted for a vote are clearly understood by the Council.
- 6.8 Call for Vote: The mayor shall call for a vote. The mayor shall announce the result of the vote.
- 6.9 Input from Public in Absence of Public Hearing. The mayor may, of his own volition or at the request of any council member, request input from members of the public present on any item before the council for discussion or consideration, even in the absence of a scheduled public hearing as set forth in section 10 below. The mayor shall have no obligation to request such public input. The mayor shall only receive such input in a manner consistent with the other provisions of this section 6.

7. TYPES OF MOTIONS AND RECONSIDERATION

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon. In the mayor's discretion, questions for clarification of a motion may be allowed of the non-moving members present, prior to a second on the motion.
- 7.2 Motions Requiring A Two-thirds Vote: A motion to adjourn to a closed meeting shall require a motion, a second, and a two-thirds (2/3) vote of the council members present, or as otherwise required by state law.
- 7.3 Motion to Approve: All motions shall require a second and majority affirmative votes to be approved.
- 7.4 Amendments to Pending Motion: Any motion being considered by the council may be amended by permission of the maker of the motion and concurrence of the second.

- 7.5 Motions to Continue: The council may approve a motion to continue any item for further discussion or consideration. Public Hearings and Show Cause Hearings must be continued to a specific date and time and may not be continued beyond forty-five (45) days from the date for which it was first noticed without resetting and re-noticing the hearing.

When the applicant for an agenda item makes a request for a continuance, the following policy will be used:

- A. A request to continue the agenda item will be granted if the applicant makes the request at least seven (7) days in advance of the meeting, in which the item was scheduled to be heard. The applicant has the responsibility to notify the affected property owners (those who are required by State law, City ordinance, or City noticing policy to be notified) of the continuance and the date and, if applicable, the time when the item is scheduled to be on the City Council agenda.
 - B. If the request is made less than seven (7) days in advance of the meeting in which the item was scheduled to be heard, the mayor and the Mayor Pro Tem, or their designees, will determine whether or not there is good cause to continue the item.
 - 1. If the Council determines that there is not good cause to continue the item, the item will remain on the agenda and be considered by the City Council.
 - 2. If the Council determines that there is good cause to continue the item to a future agenda, staff will notify the applicant of the decision. During the meeting in which the item was scheduled to be heard the City Council, by motion, will select the date, and if applicable, the time to which the item is to be rescheduled.

The applicant shall have the responsibility to notify the affected residents (those who are required by City ordinance to be notified) of the continuance and the date and, if applicable, the time when the item is scheduled to be on the City Council agenda.
 - C. If the applicant requests a continuation during the meeting for which the item is scheduled, the City Council will make the determination if there is good cause to continue the item to a later date.
 - D. If the applicant requests a continuation and it is determined that there is not good cause to continue the item, and the applicant withdraws the application in lieu of proceeding, the application will not be considered by the City Council until the applicant files a new application and pays the required fees. The new application must follow the same process as any new application.
- 7.6 Motions to Table: Not including Public Hearings and Good Cause Hearings, the Council may table an issue, without scheduling it for future consideration, with a motion, second and a majority of affirmative votes.

- 7.7 Motions which do not receive at least three votes on either side: Motions which do not receive at least three votes for or against the proposition being voted upon are considered to be a tied vote. The Mayor will then vote to cast the tie-breaking vote. However, should the Mayor not be present to break the tied vote, or should the Mayor's vote not serve to break the tie (such as when there are two votes on one side, and one on the other, and the Mayor votes with the side having only one vote) the applicant or any City Council member may request that the item be brought back to the Council at a subsequent meeting to be decided by sufficient members to get three votes one way or the other. The subsequent action is not considered a reconsideration. In the event that neither the applicant nor a Council member requests a subsequent vote, then the item shall be considered to have been voted down.
- 7.8 Motions to Reconsider a Decision: Any two Council members who voted in the majority on a motion approved or denied may request a reconsideration of the action. The request may be made by making a motion to reconsider at the same meeting in which the original motion was approved or denied or by requesting within seven days of that meeting that there be a motion to reconsider being heard at the next regularly scheduled Council meeting. If a properly made motion to reconsider passes, the actual reconsideration of the item shall take place only after appropriate legal notice is given. After a motion for reconsideration has been acted on, no other motion for reconsideration on that issue shall be allowed within a twelve (12) month period without unanimous consent of the entire Council. Following the twelve (12) months, the item may be considered as a new item.
- 7.9 Question on the Motion: After a motion and a second, any member of the Council may request a discussion on the motion. Once a question has been answered and discussion is completed, the Mayor shall call for a vote on the motion.
- 7.10 Withdrawal or Substitution of Motion: At any time prior to the Mayor's call for a vote on the Motion, the moving Council member may voluntarily withdraw the motion or make a new motion which shall be considered to have superseded his or her prior motion. A new motion shall require a new second.
- 7.11 Minutes of Action on Motion: Unless a vote of the Council is unanimous, the minutes of each action taken on any motion shall reflect the vote of each individual Council member.

8. ORDINANCES, RESOLUTIONS and AGREEMENTS

- 8.1 Ordinances: The City Council may pass a law to regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition as allowed by state law. Ordinances are generally passed as part of the City Code.
- 8.2 Resolutions: The City Council may express a formal opinion or the will of the Council without it becoming a part of the City Code. A resolution may be used to do any of the following:

- A. Adopt official policies.
- B. Take official action relating to financial matters.
- C. Take any administrative action in which the Council is authorized by law to take.
- D. Regulate the use and operation of municipal property.
- E. Make an official declaration.

8.3 Agreements: The Council may enter into an agreement between the City and one or more parties agreeing to do or not to do an act or take a course of action.

8.4 Form: Ordinances, Resolutions, and Agreements shall be in written form.

8.5 Funding: All Ordinances, Resolutions, and Agreements authorizing an expenditure of money shall include the amount, source, and purpose of the expenditure.

8.6 Adoption of Ordinance, Resolution, or Agreement: The Council shall adopt any Ordinance, Resolution, or Agreement by a motion, second and at least three affirmative votes. The effective date on all Ordinances and Resolutions shall be immediately upon passage, unless the City Council establishes a specific effective date; or, in the case of Ordinances, upon publication. The effective date on all Agreements shall be the date of execution by the Mayor, unless another effective date is established by the City Council at the time the City Council approves the Agreement.

9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

9.1 Citizen Committees, Boards and Commissions: The Council may create policy advisory committees, boards, and commissions with such duties as the Council may specify which are not inconsistent with the City Code and State Law.

9.2 Member Approval: The request for appointment to the policy advisory committees, boards, and commissions are reviewed by the Mayor and Council. The Mayor will recommend members by appointment, which must then be approved by the Council with a majority vote.

9.3 Ad-hoc Citizen Committees: The Mayor, with the advice and consent of the Council, may appoint Ad-hoc Citizen Committees to address policy issues of specific concern. Ad-hoc Committees shall continue for a temporary and limited duration.

10. PUBLIC HEARINGS

10.1 Purpose of Public Hearings: The purpose of public hearings is to provide for public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on the issue.

10.2 Before the Public Hearing:

- A. Notification will be given well in advance and comply with applicable state and local law.
- B. Written material submitted by citizens and interested groups must be submitted to the City Recorder's office by 4:30 pm of the Monday before the hearing if they want copies to be distributed in the agenda packets. Any information received after this time will be given to the Council prior to the meeting being called to order. Citizens and interested groups may distribute copies of materials to the City Council at any time, but during any meeting of the Council, the material may only be distributed with the approval and direction of the Mayor.

10.3 Order of Public Hearings:

- A. The Mayor or Mayor Pro Tem shall conduct all Public Hearings. The Mayor should review the rules and procedures for conducting public hearings at the start of the public hearing.
- B. The public hearing shall first be opened to the appropriate staff member who will present and discuss with the Council the issue at hand.
- C. Upon completion of the staff member's report, and questions from the Council, the Mayor invites the applicant to discuss with the Council the issue at hand and present additional or more specific information.
- D. Following staff and the applicant's discussion and any questions from the Council, the Mayor shall open the hearing to the public for comments. The Mayor must first recognize any person desiring to address the Council. The Mayor shall try to provide equal time to those favoring and opposing the issue.
- E. The Mayor should courteously limit repetition. The Mayor should retain flexibility for additional comments but only on new information.
- F. At the Mayor's discretion, staff and/or the applicant may address any questions or clarify any matter raised during the comment period.
- G. At the discretion of the Mayor, the public hearing shall be closed once the applicant has the opportunity to clarify any concerns, which had been previously discussed. No further remarks by the public will be heard.
- H. The Council may by motion: (i) close a public hearing in order to consider and take action on the issue; (ii) re-open a public hearing during the same meeting at which the public hearing was originally closed, and prior to taking action on the issue; or (iii) continue a public hearing, also continuing consideration of and action on the issue to another specific date and time. A public hearing may not be continued for longer than forty-five (45) days from the date for which it was first noticed without re-noticing and reconvening the hearing.

- I. Upon completion of the public hearing and of any further discussion and/or deliberation of the Council, the Council shall take appropriate action on the issue.
- 10.4 Manner of Addressing the Council: Each person addressing the Council shall use the microphone and shall state their name and address of residence in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body, and not to any member thereof. Council members should be addressed using their formal title followed by the individual's last name. No person shall be permitted to enter into any discussion, either directly or through the members of the Council unless first recognized by the mayor. No questions will be asked of the Council Members except through the mayor.
- 10.5 Questions from Council members: The council members may at any time during a public hearing request clarification or additional input from the staff members, applicants, or the general public.

11. RULES OF CONDUCT

- 11.1 Disorderly Citizens: Any person, including staff, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the council, or who otherwise continues to violate the decorum, order, or procedure of any meeting after a reasonable warning or admonishment, may be considered disorderly by the council and may be expelled by a two-thirds vote of the council as pursuant to Section 10-3-608 of Utah State Code, as amended.
- 11.2 Disorderly Council members or Mayor: Any member of the council, or the mayor, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the council, or who otherwise continues to violate the decorum, order, or procedure of any meeting after a reasonable warning or admonishment, may be considered disorderly by the council and may be expelled by a two-thirds vote of the council as pursuant to Section 10-3-607 of Utah State Code, as amended.