

Toquerville City

Closed Sessions Policy



Every meeting is open to the public, unless closed pursuant to Utah Code Annotated sections 52-4-204, 52-4-205, and 52-4-206

Special Meetings:

The Mayor or any two (2) members of the City Council may order a special meeting of the City Council by delivering a written notice of the special meeting signed by him or them to each member who did not join in the order, leaving a copy of the notice at the member's usual place of abode at least three (3) hours prior to such meeting. The personal appearance by a member of the City Council at any specially called meeting constitutes a waiver of the notice required by this subsection. The written notice required in this subsection shall state the time and place the special meeting is to be held and the purpose for which the special meeting is being called, and shall comply with all applicable provisions of the Utah Open and Public Meetings Act, Utah Code Annotated section 52-4-101 et seq.

Record of Proceedings:

The City Recorder shall keep a record of the proceedings of the meetings of the City Council, except that minutes of the executive session shall not be available to the public until such time as the City Council shall make them public or by an order of court. In the event the City Recorder is not in attendance during a special meeting, the Mayor shall record the proceedings and deliver the recording devices to the office of the City Recorder immediately following the adjournment of the meeting.

APPROVED this _____ day of _____ 2023.

TOQUERVILLE CITY
a Utah Municipal Corporation

Attest:

Justin Sip, Mayor

Daisy Fuentes, City Recorder