

**RULES OF PROCEDURE and ORDER FOR
SCOFIELD TOWN COUNCIL MEETINGS**

Scofield Town hereby adopts the following rules of order and procedure to govern the meetings of the Town Council.

RULE NO. 1.

The Town shall comply with the all required procedures contained in Utah Code including the following Sections:

10-3-502. Regular and special council meetings.

(1) The council of each municipality shall:

(a) by ordinance prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and

(b) hold a regular meeting at least once each month.

(2) (a) The Mayor of a municipality or two council members may order the convening of a special meeting of the council.

(b) Each order convening a special meeting of the council shall:

(i) be entered in the minutes of the council; and

(ii) provide at least three hours' notice of the special meeting.

(c) The municipal recorder or clerk shall serve notice of the special meeting on each council member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode.

(d) The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (2)(c).

(Please note, in reference to 10-3-502 (b) above, if a quorum for the meeting is not available the meeting may be canceled at the discretion of the Mayor.)

10-3-504. Quorum defined.

The number of council members necessary to constitute a quorum is:

(1) in a municipality with a seven-member council, four;

(2) in a municipality with a five-member council, three; and

(3) in a municipality operating under a six-member council form of government, three, excluding the Mayor.

10-3b-402. Mayor in a five-member council form of government.

(1) The Mayor in a municipality operating under a five-member council form of municipal government:

- (a) is a regular and voting member of the council;
- (b) is the chair of the council and presides at all council meetings;
- (c) exercises ceremonial functions for the municipality;
- (d) may not veto any ordinance, tax levy, or appropriation passed by the council:
and
- (e) except as modified by ordinance under Subsection 10-3b-403(2), has the powers and duties described in Section 10-3b-104.

(2) (a) If the Mayor is absent or unable or refuses to act, the council may elect a member of the council as Mayor pro temper, to:

- (i) preside at council meeting; and
- (ii) perform, during the Mayor's absence, disability, or refusal to act, the duties and functions of Mayor.

(b) The municipal clerk or recorder shall enter in the minutes of the council meeting the election of a council member as Mayor pro tempore under subsection (2)(a).

10-3-505. Compelling attendance at meetings of legislative body.

The legislative body of a municipality may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.

10-3-506. How the vote is taken.

A roll call vote shall be taken and recorded for all ordinances, resolutions, and any action which would create a liability against the municipality and in any other case at the request of any member of the governing body by a "yes" or a "no" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken.

10-3-507. Minimum vote required.

(1) The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, without considering any vacancy in the council.

(2) (a) Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.

(b) Notwithstanding Subsection (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than that required in this section.

(3) A majority of the council members, regardless of number, may fill any vacancy in the council as provided under Section **20A-1-510**.

10-3-508. Reconsideration.

Any action taken by the governing body may not be reconsidered or rescinded at any special meeting unless the number of members of the governing body present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

10-3-601. Business of governing body conducted only in open meeting.

All meetings of the governing body of each municipality shall be held in compliance with the provisions of Title 52, Chapter 4, Open and Public Meetings Act.

10-3-607. Rules of conduct for members of the governing body.

The governing body of each municipality may fine or expel any member for disorderly conduct on a two-thirds vote of the members of the governing body.

10-3-608. Rules of conduct for the public.

The governing body on a two-thirds vote may expel any person who is disorderly during the meeting of the governing body. This section or any action taken by the governing body pursuant hereto does not preclude prosecution under any other provision of law.

RULE NO. 2.

The agenda for the meeting will be the guide to the meeting. Items may only be placed on the agenda by either the Mayor or any two council members. While matters not on the agenda may at times come up for discussion, no final action can be taken on any matter not on the agenda.

RULE NO. 3

The Mayor shall chair the meeting in a manner to accomplish the goal of completing or continuing all agenda items in a timely manner and to ensure that the time limits on the public comment portion of the meeting are complied with. The Mayor, as chair, shall use his best efforts to see that Council members and the public are treated at all times with respect and that the meetings are orderly.

The Mayor and Council Members shall treat each with respect and act at all times during the meeting in a civil and courteous manner to each other and the public.

RULE NO. 4

The Mayor shall open and introduce an item on the agenda in order, unless the Mayor feels like there is a good reason to go out of order. If the item is one that requires discussion the council members can consider the item in a polite, civil, free-for- all type exchange of ideas for as long as they feel necessary. The Mayor may or may not, at his or her discretion, allow members of the public or staff to participate in the discussion. When the Mayor thinks the discussion has gone on long enough, and the item is one that requires a decision of the council, the Mayor can ask for vote on the matter. Any council-member who has had enough of the discussion, can at any time also ask the Mayor to either move on to the next item or call for a vote on the item. If a vote is required the Mayor shall call for a motion on the item from a council member, ask for a second, and all in favor, by a yes or no vote. Items tabled will added to the next months' agenda.

RULE NO. 5

RESIDENTS' RIGHT TO BE HEARD:

It is the Council's goal that residents of Scofield Town resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that residents may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, the Town Council expects any person presenting to the town council to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Mayor.

- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing or a member of the public is asked to speak on a matter by the Mayor. In Scofield Town Council Meetings this portion of the meeting will take place before new business is discussed for a period of time not to exceed 20 minutes.
- Speakers must state their name and address for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- No person addressing the Town Council during the Citizen Comment Period will be allowed to comment more than once per meeting to accommodate more comments.
- The public comment portion of the meeting shall be limited to the public speaking to the council on any item not on the agenda.
- Comments will be limited to three (3) minutes unless prior approval by the Mayor.
- Members of the town council will refrain from commenting during this time to allow the citizen their full 3 minutes.
- The council will take citizen comments under advisement only without comment, discussion, or debate, by any council member, as items will not be on the posted agenda.
- If a representative is elected to speak for a group, the Mayor may approve an increased time allotment.
- Personal attacks made publicly toward any person or city employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance to the Mayor at a separate time outside the meeting.
- Any member of the public interrupting Town Council proceedings, approaching the Council table without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the Mayor, shall be removed from Council chambers by Police Department personnel or other agent designated by Town Council.

Scotfield Town
155 E Ivy Street
Scotfield, UT 84526
435 448-9221

Notice has been posted on
UT Public Notice Website for viewing
@ <https://www.utah.gov/pmn/>
Fraud Hotline (800) 955-2210

SCOFIELD TOWN COUNCIL MEETING AGENDA

March 11, 2024

7:00 p.m.

SCOFIELD TOWN HALL

Call to Order:

Roll Call:

Moment of Reflection/Prayer:

Pledge of Allegiance:

Minutes Review:

Financial and Adjustments Reports:

Bills to Pay:

Public Comment Period:

Town Updates: Thank you to Lamb Drilling for signing, Well completion

New Business:

- Discussion and possible approval of hiring of someone to mow areas in Town including cemetery, park, and maintain equipment, etc.
- Discussion and possible adoption of monthly salary for Town Water and Sewer operators
- April meeting mayoral absence discussion

Old Business:

- Fireworks increased cost vs. increased time of show discussion and possible decision
- Cost discrepancy for John Jay's announcement and park music amount

Adjourn:

SCOFIELD TOWN FINANCIAL REPORT

MARCH 11, 2024

Balances as of February 29, 2024

UTILITY FUND	\$384,154.92
GENERAL FUND	\$27,955.25
PLEASANT VALLEY DAYS FUND	\$46,005.62
B & C ROAD FUND	\$79,974.06