

# CITY COUNCIL RULES OF ORDER

## Quorum

- 3 voting members
- Mayor votes in case of tie
- Mayor *Pro Tem* may vote

## Agenda

- Items may be added by:
  - Mayor
  - 2 Councilmembers
  - City Manager
  - Any of the above may consent to public request
- Mayor controls agenda of meeting
- Mayor may adjust order of items, no motion necessary

## Items

- Staff introduction
- Applicant presentation (if there is one)
- Expert/consultant/special knowledge, if needed
- Public Hearing, if required (otherwise, no public comment)
  - Motion | Second | Vote to open PH
  - 3 minutes per person
  - 5 minutes for a spokesperson of group
  - All are allowed to speak
  - Motion | Second | Vote to close PH
- Council discussion, which may include staff, applicants, or other experts/consultants

## Typical Motions on Items

- Motion - "I move to..."
  - Approve
  - Approve with conditions
  - Deny
  - Table
    - Next meeting
    - Certain Date
    - After a condition precedent (e.g., once the public workshop occurs, once UDOT has completed its study, once staff has revised the ordinance)
  - Include conditions and findings

## Other Motions

### Amend Motion

Second | Discussion | Vote

### Withdraw Motion

Member who made original motion

Second must agree to withdraw

"Any objection?"

If none, motion is withdrawn

### Recess, Adjourn, Adjourn/Closed Meeting (See Reverse)

Motion | Second | No Discussion

### Point of Order

"Call for a point of order" | No Second

No Discussion | Mayor Immediate Ruling

### Remove Disruptive Persons

Motion | Second | No Discussion

2/3 Supermajority = 4 of 5

### Roll Call Required For:

Ordinances | Resolutions

Creation of a Liability

# CITY COUNCIL CLOSED MEETING

"I move to adjourn the Council meeting to go into a closed meeting for the following purpose(s):

1. Strategy sessions to discuss the **purchase, exchange, or lease of real property, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the City.**<sup>1</sup>
2. Strategy sessions to discuss the **sale of real property.**<sup>2</sup>
3. Strategy sessions to discuss **pending or reasonably imminent litigation.**
4. Discussion of the **character, professional competence, or physical or mental health of an individual.**<sup>3</sup>
5. Discussion regarding **deployment of security personnel, devices, or systems.**
6. Investigative proceedings regarding **allegations of criminal misconduct.**
7. Considering a **loan application.**<sup>4</sup>
8. Strategy sessions to discuss **collective bargaining.**

MOTION | SECOND | ROLL CALL VOTE

## Statement by the Chair

"Councilmembers \_\_\_\_\_ voted for the motion, Councilmembers \_\_\_\_\_ voted against the motion. The motion [passes/fails] and the Council will go into a closed meeting to discuss [the purpose above indicated in the motion], which will be held in the Explorer conference room."

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<sup>1</sup> To discuss the purchase of property, the discussion is permitted if the discussion would disclose the appraisal or estimated value of the property under consideration OR prevent the public body from completing the transaction the best possible terms.

<sup>2</sup> To discuss the sale of property, the discussion is permitted (1) if the discussion would disclose the appraisal or estimated value of the property under consideration OR prevent the public body from completing the transaction on the best possible terms, (2) the City previously gave public notice that the property would be offered for sale, and (3) the terms of the sale will be publicly disclosed before the public body approves the sale.

<sup>3</sup> To discuss a loan application, the discussion is permitted if the discussion would disclose non-public personal financial information OR a non-public trade secret.

<sup>4</sup> Utah Code prohibits interviewing a person applying to fill an elected position, discussing the filling of a midterm vacancy, and discussing the character and competence of a person whose name was submitted for consideration to fill a midterm vacancy.