

Leeds Town Council Rules of Procedure

Section 1: Purpose The purpose of these rules is to establish a consistent framework for conducting Town Council meetings, ensuring transparency, efficiency, and respectful engagement.

Section 2: Authority These rules are adopted pursuant to applicable state and municipal laws governing public meetings pertaining to a Five Member Council Form of Government under which the Town of Leeds operates.

- The Council Chair shall be the Mayor as that term is used in state code and will preside at all Council meetings, is a regular and voting member of the council, exercises ceremonial functions for the City, and may not veto any ordinance, tax levy, or appropriation passed by the Council.
 - The Council Chair or mayor pro tempore in the mayor's absence, shall sign all ordinances and resolutions passed by the Council.
 - The Council Chair has final approval authority regarding all matters included on Council agendas and may postpone an agenda item until a later date for reasons of insufficient time or information.
 - On the approval of three Council members, an item, including a request to members of the Planning Commission to attend a Council meeting in an official capacity, shall be added to the next regularly scheduled Council meeting.
 - The Council shall elect one of its members as Mayor pro tempore and the recorder shall enter in the minutes of the Council meeting the election of mayor pro tempore. If the Council Chair acting as the Mayor is absent or unable or refuses to act, the Mayor pro tempore shall preside at a Council meeting; and perform, during the mayor's absence, disability, or refusal to act, the duties and functions of Mayor.
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Section 3: Meetings

1. Regular Meetings

- Regular meetings shall be held on every 2nd and 4th Wednesday at 7:00 pm in the Leeds Town Hall.
- Work meetings shall be, as determined by the chair.
- Notice of meetings shall comply with state law and be noticed to the public at least 24 hours prior to holding the meeting.

- All accompanying reference documentation must accompany meeting notices or be available to the public at time of notice.
 - All documentation for reference during a regular session town council meeting must be received by council members at least 72 hours prior to the meeting.
- 2. Special Meetings**
- Special meetings may be called by the Mayor or a majority of the Council with at least 24-hours advance notice.
- 3. Emergency Meetings**
- Emergency meetings may be held without the standard notice in cases of urgent public necessity, as defined by state law.
- 4. Quorum**
- A quorum is required to conduct business and shall consist of 3 members of the Town Council.
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Section 4: Agenda

- 1. Preparation**
- The agenda shall be prepared by the Mayor, or designee and distributed to Council members at least three days prior to the meeting.
- 2. Order of Business**
- Work/Briefing Session and regular sessions will be held on 2nd and 4th Wednesday of each month, except during Holidays, convened upon call as provided herein.
 - Regular Session as follows:
 - Call to Order/Roll Call
 - Invocation
 - Pledge of Allegiance
 - Declaration of Abstentions or Conflicts
 - Consent Agenda:
 - Citizen Comments: No action may be taken on a matter raised which is not on this agenda however comments may be made about action items already on the agenda.. (Three minutes per person.) Businesses and other agencies with town business may also speak at this time.
 - Monthly External Reports
 - i. Reports are provided by representatives of government agencies providing services to the town: Fire, police, waste district, water district, etc.

- Announcements:
- Public Hearings
- Discussion and Possible Action Items:
- Staff Reports
- Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person)
- Enter into closed session if motioned
- Adjourn

3. Amendments

- Any Council member may propose amendments, revisions, or additions to these Rules of Procedure to the Chair.
- Each amendment, revision, or addition proposed by a Council member shall be in written form and copies shall be provided to each Council member.
- At least three votes of the Council shall be required for passage and adoption of any amendment, revision, or addition to these Rules of Procedure.

Section 5: Public Participation

1. Public Comment Period

- Each speaker shall have up to three minutes to address the Council.
- Comments must be related to items on the agenda or matters within the jurisdiction of the Council. Comments may not be related to any items related to a public hearing. The purpose of this rule is to abide by public hearing guidelines which allow an opening and closing of a public hearing, wherein all comments related to the public hearing matter are expressed.

2. Decorum

- **Public Speaker Decorum Policy**
 - i. To ensure a respectful and orderly environment during public meetings, the following decorum policy applies to all individuals addressing the assembly:
 - ii. **Maintaining Decorum:**
 - 1. Speakers must conduct themselves in a respectful and orderly manner.
 - 2. Personal attacks, abusive language, or disruptive behavior are prohibited.
 - iii. **Adherence to Time Limits:**
 - 1. Speakers must adhere to the time limits set by the Chair for their remarks (3 minutes).
 - 2. Extending time for a speaker is at the discretion of the Chair.
 - iv. **Addressing the Assembly:**

1. All remarks must be directed to the assembly or Chair and must pertain to the agenda item or public concern being discussed.
2. Side conversations, shouting, or other actions that detract from the meeting's purpose are not permitted.

v. **Chair's Authority:**

1. The Chair has the authority to determine whether a speaker's conduct violates this policy.
2. If a speaker is deemed out of order, the Chair may issue a warning and direct the speaker to cease their remarks.
3. No one may address the Council without first being recognized by the Chair.

vi. **Consequences of Violations:**

1. Any speaker who violates this policy may have their speaking privileges revoked for the remainder of the meeting.
2. In cases of significant disruption, the individual may be asked to leave the meeting premises.
3. Repeated or egregious violations may result in a citation or other actions as allowed by law.

vii. **Restoration of Order:**

1. If disruptions persist, the Chair may temporarily suspend the meeting to restore order.
2. Law enforcement or security personnel may be called to assist if necessary.

viii. **Council Member Conduct**

1. Council members should avoid engaging in private discourse or other conduct which may tend to distract the attention of the Council or the audience from the business before the Council, or interfere with any person's right to be heard after recognition by the Chair.
2. When speaking to or debating a specific subject before the Council, all persons, including Council members, shall confine their remarks to the topic under discussion or debate, avoiding personal attacks. Anyone engaging in discussion or debate beyond the topic before the Council shall be ordered to stop by the Chair and no further discussion or debate will be allowed by said person.

3. **Response**

- Council members are not obligated to respond to public comments but may do so at their discretion.

1. Presiding Officer

- The Mayor shall preside over meetings. In the absence of the Mayor, the Mayor Pro Tempore or another designated member shall preside.

2. Rules of Debate

- Council Members shall address the presiding officer before speaking.
- Debate shall be confined to the item under discussion.
- The Chair shall recognize any Council member requesting recognition to speak, make a motion, submit a report, or for any reason, address the Council, unless a motion taking precedence is offered.
- The Chair shall recognize the author of the motion first and then others wishing to address the motion.
- During discussion, the Chair shall be responsible for maintaining order. If private discourse among or between Council members or any other disturbance disrupts the Council's business, the Chair may call the Council to order. When the Chair calls the Council to order, all discussion and other disturbance shall cease.
- Any Council member may make a motion to call to order, a point of personal privilege, or for information on or clarification of the motion. A motion for any of these issues does not require a second and is not debatable.
- All Council members shall be allowed to speak once on each motion before any member may speak a second time.

3. Motions

- Motions require a second before being discussed.
- A majority vote of Council members present is required for passage unless a majority of all Council members is specified.
- The Council may, by motion and at least three votes, proceed out of order to any agenda item and return to order thereafter.
- Motions can be made and seconded by any member of the Council. No motion shall be discussed until it has been seconded and announced by the Chair.
- Any motion may be modified by the sponsor of the motion, with the consent of the second, or withdrawn by the sponsor, with consent of the chair, at any time before amendment or voting.
- When a question is under discussion, the procedural motions listed below, shall require at least three votes of the Council. The Chair will consider motions to:
 - i. Recess
 - ii. Suspend the rules to address an immediate more urgent matter (this motion requires a two-thirds majority of the entire Council)
 - iii. Cease discussion and call for a vote (this motion requires a two-thirds majority of the entire Council)
 - iv. Postpone to a set time and date
 - v. Refer to a committee

- vi. Limit discussion (this motion requires a two-thirds majority of the entire Council)
- vii. Table the motion (postpone indefinitely or set later date to review)
- viii. Amend
- ix. The Council may, by motion and at least three votes, proceed out of order to any order of business and return to order.
- x. Any amendment must relate to the same subject as the original motion under consideration.

4. Voting

- Votes may be conducted by voice, show of hands, or roll call, as directed by the presiding officer.
- Every Council member who is in the Council chambers at the time the vote is called shall vote. On a roll call vote, votes shall be cast as the roll is called. Roll call votes shall proceed as directed by the Chair.
- Any Council member who has a financial interest in any issue pending before the Council shall comply with applicable provision of law including, but not limited to, Utah Code Ann. § 10-3-1301 et seq.
- Voting shall be in the form of “yes,” “no,” and “abstain” (abstain shall be considered a no vote)
- All motions require at least three votes of the Council to pass.
- A Council member who abstains on a question, or is absent, may not move to reconsider that question.
- In the case of a tie vote, the motion shall fail.
- Council members shall not explain their votes during the call of the roll or at the time of a voice vote. However, at the conclusion of the vote, any Council member may request a point of personal privilege to give an explanation of their vote.
- A determination of the official position of the Town shall require a vote of at least three votes of the Council.

Motions Decided Without Discussion

The following motions will be decided without discussion

- Adjourn
- Recess
- Suspend the rules
- Cease debate and call for a vote
- Limit discussion Table the motion (may be limited discussion on the propriety of the motion to table)

Section 7: Committees and Workgroups

1. Formation

- Committees may be formed by a majority vote of the Council to address specific issues.

2. Membership

- Committee membership shall be determined by the Council and may include non-Council members.

3. Reports

- Committees shall report their findings and recommendations to the Council during regular meetings.
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Section 8: Ethics and Conflicts of Interest

1. Code of Conduct

- Council members shall adhere to ethical standards and avoid conflicts of interest.

2. Recusal

- Members must recuse themselves from discussion or voting on matters where a conflict of interest exists.
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Section 9: Amendments to Rules

1. Procedure

- These rules may be amended by a majority vote of the Council.

2. Notice

- Proposed amendments must be provided to all members at least 72 hours in advance of the meeting, in writing, at which they will be considered.
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Section 10: Suspension of Rules

1. Procedure

- These rules may be suspended temporarily by a two-thirds vote of the Council members present.
- With respect to matters not described above, Robert's Rules of Order-Simplified shall govern.