

**TOWN OF BRIGHTON**

**RESOLUTION NO. 2026-R-3-2**

**A RESOLUTION OF THE BRIGHTON TOWN COUNCIL AMENDING AND ADOPTING RULES OF ORDER AND PROCEDURE FOR TOWN COUNCIL MEETINGS**

WHEREAS, Utah Code §10-3-606 authorizes the legislative body of a municipality to adopt rules of order and procedure for the conduct of its meetings; and

WHEREAS, the Town Council finds it necessary and appropriate to establish clear rules governing agendas, voting, public participation, meeting conduct, and other procedural matters to promote orderly, efficient, and transparent public meetings; and

WHEREAS, the Town Council has reviewed the Rules of Order and Procedure, including provisions for consent agendas, public comment, ethics, and meeting administration; and

NOW, THEREFORE, BE IT RESOLVED by the Brighton Town Council as follows:

SECTION 1. Adoption. The Rules of Order and Procedure to govern Town meetings are adopted as follows:

**RULE 1. AGENDA**

A written Agenda, published in advance, shall guide the meetings. Items may only be placed on the Agenda by the Mayor or any two Council members. Agenda items must be submitted to the Town Clerk no later than 10 days before the scheduled meeting. A Resolution or Ordinance must be published in writing before a vote is taken on it. Matters not on the Agenda may be discussed, but no final action is taken on matters not on the Agenda.

**RULE 2. CONSENT AGENDA**

Routine and non-controversial items may be placed on a consent agenda and acted upon by a single motion. Any Council member may request that an item be removed from the consent agenda for separate discussion and action without the need for a motion.

**RULE 3. ORDER AND PROCEDURE**

Council meetings are chaired by the Mayor and will follow a simplified Roberts Rules of Order. Agenda items are usually considered in the order listed but may be reordered with consent of Council members. Electronic Meetings are permitted and are stated in a separate resolution.

**RULE 4. QUORUM**

A quorum consists of three Council members, including the Mayor.

**RULE 5. MAYOR PRO TEMPORE**

The Town Council shall elect one of its members as Mayor Pro Tempore annually to preside at the Town Council Meeting or attend a required Board Meeting in the case the Mayor is unable to attend the meeting. § 10-3b-402

**RULE 6. VOTING**

The minimum number of votes required to pass any action is three, even if there are absences or vacancies on the Council. Any action of the council having fewer favorable votes than three is defeated and invalid. A roll call vote will be taken and recorded for all Resolutions, Ordinances, or any actions that would create a liability against the town. Otherwise, the Council may vote as a group, and the vote shall be recorded. The Mayor votes and shall have no veto power. Utah Code §10-3-507.

**RULE 7. RECONSIDERATION**

Any action taken by the Council may not be reconsidered or rescinded at a special meeting unless the number of Council members at the special meeting is equal to the number of members present at the meeting when the action was approved. § 10-3-508

**RULE 8. MEETING MINUTES**

A written draft of the Meeting Minutes will be made available to Council members and the public within 30 days after the meeting for review and comment. They shall be designated as a draft copy until formally approved by the Council as a public document and filed in the official records of the Town. Approved minutes shall be posted on the Utah Public Notice Website within three business days after approval (Utah Code §52-4-203).

**RULE 9. PUBLIC AVAILABILITY OF RULES**

These Rules of Order and Procedure shall be made available to the public at Town Council meetings and posted on the Town’s official website. § 10-3-606(2)(a)(iii)

**RULE 10. OPEN MEETINGS**

All meetings of the Town Council shall be held in compliance with the provisions of Title 52, Chapter 4, Utah Open and Public Meetings Act

**RULE 11. ETHICAL REQUIREMENTS**

The Mayor and Council members must comply with the Municipal Officer’s and Employees’ Ethics Act described in Utah Code §§ 10-3-1301 to 10-3-1312.

**RULE 12. CONFLICT OF INTEREST DISCLOSURE**

Council members shall disclose any conflict of interest as required by the Municipal Officers’ and Employees’ Ethics Act. The disclosure shall be stated on the record prior to discussion or voting, and the member may abstain from participation as required by law. Utah Code §§10-3-1304 through 10-3-1308.

**RULE 13. RULES OF DECORUM**

- A. Council members shall treat each other with respect and act in a civil and courteous manner to each other and the public.
- B. Public remarks must not be personal, impertinent, unduly repetitive, slanderous, profane, threatening, abusive, or otherwise impeding the orderly conduct of a Council meeting.
- C. A time limit may be established for public comments that address the Council on any item, even if it is not on the Agenda. Generally, members of the Council will not comment on the public comments. If they are administrative issues, the issue is typically referred to the Town Manager.

- D. At the discretion of the Mayor or upon a 2/3 vote of the Council, any person who is disorderly during the meeting may be asked to leave the meeting room. § 10-3-607

**RULE 14. PUBLIC COMMENT**

- A. Public comment may be provided on agenda items at the time designated by the Mayor.
- B. Public comment on non-agenda items may be permitted during a general public comment period.
- C. Individual comments may be limited to a reasonable time, generally three minutes per speaker, unless modified by the Mayor or majority vote of the Council.
- D. The Council may establish an overall time limit for public comment.
- E. Public comment closes upon commencement of Council deliberation unless reopened by majority vote.
- F. The Town may allow public comments to be submitted by electronic or recorded means when designated by the Town Clerk. Submitted comments may be summarized or read into the record at the discretion of the Mayor.

**RULE 15. PUBLIC HEARING PROCEDURE**

Unless otherwise required by law, public hearings shall generally proceed in the following order:

- 1. Staff presentation
- 2. Applicant presentation (if applicable)
- 3. Public comment
- 4. Close public hearing
- 5. Council deliberation and action

The Council may continue or reopen a public hearing as permitted by law.

**RULE 16. COMMITTEES**

The Town Council may establish committees, as it deems appropriate. Such committees meetings may be held at any time for the purpose of study, discussion, investigation, or inquires, workshops, training, or presentations by or responses from citizens or other interested persons or groups.

When establishing a committee, the Council may establish the committee's membership, the purpose of the committee, who may vote on recommendations passed on to the whole Council, the duration of the committee, and any other parameter regarding the committee the Town Council may wish to establish.

All committees may have up to two Town Council members appointed to sit on the committee. No official action may be taken in committee meetings other than the adoption of non-binding recommendations to the Town Council. Committees shall not expend, disburse, or be supported in whole or in part by tax revenue.

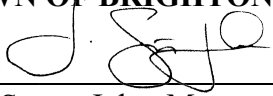
The public is welcome to attend committee meetings as a courtesy but committees that adhere to the requirements above are not public bodies and do not have to adhere to Open Public Meeting Act requirements. However, if a committee meets the definition of a “public body” under the Utah Open and Public Meetings Act then the committee shall comply with all applicable requirements of that Act.

**SECTION 8. EFFECTIVE DATE**

This Resolution takes effect upon adoption.

**PASSED AND APPROVED** this 10<sup>th</sup> day of March, 2026.

**TOWN OF BRIGHTON**

By:   
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Scotty John, Mayor

ATTEST:

  
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Kara John, Town Clerk

