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KEARNS COMMUNITY COUNCIL

Rules of Order and Procedure

Adopted XX, 2026 via Ordinance XXXX

These Rules of Order and Procedure (“**Rules**”) shall govern the Kearns Community Committee’s (“**KCC**”) meetings and set forth procedures to facilitate efficient and effective decision-making processes that are accountable and transparent.

ARTICLE I – MEETINGS GENERALLY

A. Regular Meetings

1. Regular meetings shall be held at least monthly, or as often as it deems necessary but not less than quarterly. The Chair [or Vice Chair in Chair’s absence] shall conduct the meeting.

B. Electronic Meetings

1. Committee members may participate in meetings electronically (by phone, internet, or other similar technology) in accordance with the provisions of the City’s Electronic Meeting Policy.

C. Parliamentary Order and Procedure

1. General order for a deliberative agenda item;
 - a. The Chair manages the conduct of the meeting and introduces each agenda item;
 - b. City staff or Committee members are invited by Chair to present background on the item and provide comments and/or recommendations;
 - c. Through the Chair’s permission, Committee members ask questions and seek clarification on issues presented;
 - d. Committee members discuss and debate the issues;
 - e. Committee members may put forth a motion for consideration and vote;
 - f. The Chair requests a vote on the item.

D. Voting

1. Each voting Committee member shall be entitled to only one vote upon each matter submitted to a vote.

2. A motion must pass by five votes, or a majority vote of KCC's voting members, regardless of absence or vacancy. A quorum consists of 5 committee members.

ARTICLE II COMMITTEE MEETING SCHEDULE, AGENDAS, AND MINUTES

The Committee shall have a notice and agenda that complies with the Utah Open and Public Meetings Act, Utah Code § 52-4-102 et seq.

- A. The Committee Chair may direct the assigned staff liaisons to cancel or reschedule a meeting. Changes to a meeting date shall be noticed on the City website and Utah Open and Public Notice website at <https://www.utah.gov/pmn>.
- B. Electronic meeting participation shall be in accordance with Utah Open and Public Meetings Act and City's Electronic Meeting Policy; however, in-person attendance is strongly encouraged to avoid possible technical difficulties that may arise with electronic meetings.
- C. Staff liaisons shall have discretion to prepare agendas with consultation of the Committee Chair prior to finalization of the agenda.
- D. Two committee members may submit agenda items to the Chair and staff liaisons for consideration prior to inclusion on the agenda. All agenda item requests shall be submitted a minimum of two (2) weeks prior to the meeting to provide staff liaisons the ability to research and prepare materials for the meeting packet.
- E. The Chair and staff liaisons shall consider agenda items for alignment with Committee mandates, objectives and goals, workplans, and strategic plan priorities prior to addition to the Committee agenda.
- F. Agendas shall contain:
 1. Date, time and place of meeting
 2. Citizen comment
 3. List of all matters to be discussed with accompanying materials included in packet
 4. List of actions items regarding certain matters (approve, deny, amend, table).
 5. Chair and staff announcements or reports
 6. Committee member reports
 7. Approval of minutes
 8. Adjournment
- G. Agendas and all meeting materials shall be published and provided to the Committee members a minimum of five (5) days prior to the meeting.
- H. Revised agendas may be provided with the approval of the Chair up to twenty-four (24) hours prior to the scheduled meeting.

- I. Minutes of every meeting shall be recorded by the staff liaison, or designee, and approved by the Committee at their subsequent meeting.
- J. Approved minutes shall be posted on the City website and Utah Public Notice website.

ARTICLE III ROLE OF THE CHAIR AND OTHER COMMITTEE MEMBERS:

The Chair shall preside at meetings of the Committee and shall:

- A. Participate in discussion of all matters.
- B. Vote as a member.
- C. Possess primary responsibility for ensuring that the rules of procedure are followed:
 - 1. Maintain the dignity of Committee meetings.
 - 2. Call the meeting to order and confine the discussion to the agenda.
 - 3. Recognize Committee members for motions and statements and permit audience and staff participation at appropriate times.
 - 4. Follow and apply the rules of parliamentary procedure.
 - 5. Ensure compliance with the Utah Open and Public Meetings Act.
 - 6. Discourage members courteously from monopolizing the discussions.
 - 7. Ensure those who have the floor are not interrupted.
 - 8. Recognize the member offering the motion, restates the motion, requests a second to the motion, presents it to the Committee for consideration, calls for the vote, announces the vote, and then announces the next order of business.
- D. The Committee members shall:
 - 1. Ensure their remarks apply to the agenda item being considered.
 - 2. Avoid references to personalities and refrain from questioning motives of other members or staff personnel.
 - 3. Demonstrate courtesy and do not disrupt proceedings.

4. Refrain from using their positions to secure privileges or personal gains and avoid the appearance of impropriety.
5. Be dedicated to the effective use of the City's available resources.
6. Refrain from any activity that would hinder their ability to be objective and impartial.
7. Ensure that City business is discussed in open, well-publicized meetings.

ARTICLE IV PARLIAMENTARY RULES:

The Committee shall follow the following parliamentary rules.

RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the Committee's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item can be handled by the Chair in the following basic format:

- The Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is.
- The Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have.
- The Chair should ask members of the Committee if they have any technical questions for clarification.
- The Chair may invite public comments on the matter being considered.
- The Chair should invite a motion and request a second for the motion by another member.
- The Chair shall announce the name of the members making and seconding the motion. If no second to the motion is offered the motion fails.
- The Chair shall repeat the motion and invite discussion of the motion.
- If no discussion is made or after the discussion, the Chair shall call for a vote of the motion.
- The Chair shall announce the votes in favor and opposed to the motion and announce the results of the motion.
- A motion to adjourn the meeting shall not require a second of the motion but does not require a vote of the committee members.

PURPOSE OF THE RULE. To provide structure for the conduct of the Committee's meetings in an orderly manner.

RULE NO 2: One question at a time and one speaker at a time.

PROCEDURE. Only one question shall be discussed at a time. There shall only be one speaker at a time. Anyone who wishes to speak should raise their hand first after the current speaker finishes or otherwise indicate to the Chair that they would like to comment. The Chair shall call upon the person by name. Once a member has been recognized, the member has been granted “the floor” and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

PURPOSE OF THE RULE. The purpose is to focus on only one question and to allow committee members the ability to fully express their points of consideration with composure and without fear of interruption.

RULE NO 3: Five yes votes are required to pass any item before the committee.

PROCEDURE. Regardless of how many committee members are present, an affirmative vote of five (5) members is required to pass any motion.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue.

RULE NO 4: Public Comments and Rules of Conduct

PROCEDURE. Any person presenting public comments or other information to the Committee shall 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 Chair.
- Public comments shall only be heard during the “public comment” portion of the meeting unless a member of the public is asked to speak on a matter by the Chair.
- 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.
- Comments should be limited to three (3) minutes unless given prior approval by the Chair.
- Personal attacks made publicly toward any person by any person, including members of the public, Committee members, or City employees or agents, are not allowed.
- Any member of the public interrupting Committee proceedings or creating a disturbance, or failing to abide by these rules of procedure in addressing the Committee, shall be deemed to have disrupted a public meeting and, at the direction of the Chair, shall be removed from meeting by the police or another designated agent of the City.

PURPOSE OF THE RULE. To ensure that: (i) residents of the City have the right to provide public comment at Committee meetings; and (ii) to provide rules of conduct to govern the conduct of the Committee's meetings.

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