



**Tremonton City Corporation
Citizen Advisory Committee
September 17, 2026
Meeting to be held at
102 South Tremont Street
Tremonton, Utah
6:00 p.m.**

1. Call to Order
2. Welcome from the Mayor
3. Roll Call
4. Invocation by:
Pledge of Allegiance:
5. Approval of Agenda
6. Declaration of Conflict of Interest
7. Introduction
 - a. Welcome and purpose of the Committee
 - b. Member introductions including name, part of city they reside, one sentence on why they are serving
8. Citizen Engagement – General Public Comment
 - Residents may address the Council on any item **NOT** listed in the business portion of this agenda
 - Rules of engagement:
 1. **Our Dignity Standard:** Hard conversations require the honest truth and a respectful tone. We're committed to fixing the problems without making it personal. Let's keep this conversation productive so we can get back to the work of building a better Tremonton.
 2. **Priority:** Speakers who signed in before the meeting are called first.
 3. **Time Limit:** 3 minutes per individual
 4. **Response:** The Committee may not take final action on a topic that is not on this agenda. Members will listen and may place the matter on a later agenda.
9. New Business
 - a. Discussion and consideration of Committee Charter
 - b. Discussion and consideration of Committee Bylaws
 - c. Discussion and consideration of Meeting Schedule and First-Year Setup Items

1. Regular meeting day, time, and frequency (annual schedule)
2. Selection of Vice Chair
3. Minutes and secretary support
4. Staggered terms for first board
5. Possible Alternate Members – up to six, one per precinct
6. Public-comment rules for future meetings
7. Task Force Team/Tiger Team
- d. Discussion and consideration of shared virtual document storage
- e. Discussion of First-Year Work Plan Outline
 1. First public forum or listening session - topic and target month
 2. Quarterly report date to City Council
 3. How will Neighborhood Partnership Initiative (NPI) reach Citizen Advisory Committee (CAC)
 4. Near-term topics the Council and residents have asked CAC to examine
 5. How residents apply to serve on a Task Force Team/Tiger Team
10. Committee Member Comments
11. Suggestions for next agenda
12. *Notice of next meeting on Thursday, October 1, 2026 at 6:00 p.m.*
13. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Committee may participate per Electronic Meeting Rules. Please make arrangements in advance.

In compliance with the Americans with Disabilities Act, persons needing special accommodations, should contact Cynthia Nelson no later than 48 hours prior to the meeting.

This meeting will be lived streamed via YouTube at <https://www.youtube.com/@tremontoncity>

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in accordance with Utah State Code on this 15th day of September, 2026

Cynthia Nelson, CITY RECORDER

ORDINANCE NO. 26.03

AN ORDINANCE ESTABLISHING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; DEFINING ITS PURPOSE, AUTHORITY, COMPOSITION, AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Tremonton City recognizes that the community is strongest when residents and local leaders work together through open, respectful, and constructive dialogue; and and

WHEREAS, the Tremonton City Council desires to establish a structured, transparent, and ongoing forum to gather, evaluate, and synthesize resident perspectives on matters of city planning, budgeting, policy, and long-term development; and

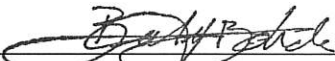
WHEREAS, establishing a formal Citizens Advisory Committee will enhance mutual understanding, improve the quality of public deliberation, and ensure resident voices meaningfully inform municipal decision-making.

NOW, THEREFORE BE IT ORDAINED, the City Council of Tremonton, Utah, hereby adopts, passes, and publishes Ordinance No. 26-03 creating and establishing the Tremonton City Citizens Advisory Committee (hereinafter the "CAC") in Title 3 City Government, Part 3-975 of the Revised Ordinances of Tremonton City Corporation as shown in Exhibit "A". The purpose of the Committee is to facilitate structured, inclusive, and transparent resident engagement and to serve as a formal advisory body to the City Council.

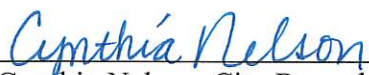
SEVERABILITY. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts, and provisions of this Ordinance shall be severable.

ADOPTED AND PASSED by the City Council of Tremonton, Utah, this 3rd day of March, 2026. This Ordinance shall become effective upon passage, approval, and publication or posting as required by law.

TREMONTON CITY CORPORATION

By 
Mayor Bret Rohde

ATTEST:


Cynthia Nelson, City Recorder

Publication or Posting Date: March 4, 2026



Exhibit "A"

Part 3-975. Citizens Advisory Committee.

3-976. Creation and Purpose. There is hereby created and established the Tremonton City Citizens Advisory Committee (hereinafter the "CAC"). The purpose of the Committee is to facilitate structured, inclusive, and transparent resident engagement and to serve as a formal advisory body to the City Council.

3-977. Authority and Limitations. The Committee serves in an advisory capacity only. It does not possess executive, legislative, or decision-making authority. The Committee shall not direct or manage city operations, staffing, budgets, or policy implementation. The purpose of the Committee is to make a non-binding recommendation to the City Council on any issue the Committee, or citizens, present for consideration. The City Council retains full and final authority to accept, accept with modifications, or reject any recommendation provided by the Committee. All actions of the Committee shall comply with applicable city ordinances and be conducted in an open forum that substantially comply with the Utah Open and Public Meetings Act. The Committee shall have no closed sessions.

3-978. Composition and Appointment.

(1) The Committee shall consist of seven (7) voting members. The composition shall include one (1) Chair and six (6) members, with the intent that each of the six members represents one of the city's established voting precincts.

(2) Members shall be appointed by the Mayor with the advice and consent of the City Council.

(3) A designated member of the City Council shall serve as a liaison to the Committee. The liaison shall facilitate communication but shall not have voting rights on the Committee.

3-979. Terms of Office.

(1) Committee members shall serve staggered terms of up to three (3) consecutive years. The Committee year shall officially begin on April 1 of each calendar year.

(2) During the initial formation period of the Committee, temporary adjustments to term lengths and precinct representation requirements may be authorized to ensure operational continuity until a full seven-member board is established.

(3) Vacancies shall be filled in the same manner as original appointments for the unexpired portion of the term.

3-980. Organization and Meetings.

(1) The Committee shall select a Vice Chair from among its members, subject to the procedures outlined in the Committee's adopted bylaws.

(2) The Committee shall adopt bylaws and a formal Charter governing its internal procedures, engagement strategies, and code of conduct.

(3) The Committee shall meet at times and locations established by its work plan. A majority of the appointed voting members shall constitute a quorum.

(4) Although the Committee is not subject to the Open Meetings Act because it does not have any governing authority, all meetings shall be noticed and conducted in accordance with the Utah Open and Public Meetings Act.

3-981. Duties and Responsibilities. The Committee shall have the following duties:

(1) Gather and synthesize resident input through structured engagement activities, including public forums, surveys, and listening sessions.

(2) Evaluate city proposals and provide balanced, data-informed advisory recommendations to the City Council.

(3) Submit formal reports to the City Council that accurately reflect community perspectives, explicitly including both supporting and opposing viewpoints and potential trade-offs.

(4) Establish temporary, issue-specific subcommittees ("Tiger Teams") as needed to conduct focused research and analysis on emerging community priorities.

(5) Operate transparently and in accordance with the Utah Dignity Index to promote respect, civility, and collaborative problem-solving.

(6) The foregoing duties and responsibilities shall not be interpreted or understood to be a delegation of any duty of the City Council nor remove any obligation, right, or responsibility of the City Council. The City Council retains all of its rights, powers, responsibilities, duties, and obligations and the Committee is created to assist the City Council and provide a convenient forum for information to be considered by additional citizens and to provide additional insights and recommendations to the City Council.

STATE OF UTAH)
 : ss.
County of Box Elder)

I, Cynthia Nelson, the City Recorder of Tremonton, Utah, do hereby certify that the above and foregoing is a full and correct copy of Ordinance No. 26-03, entitled **“ESTABLISHING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; DEFINING ITS PURPOSE, AUTHORITY, COMPOSITION, AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE”** adopted and passed by the City Council of Tremonton, Utah, at a regular meeting thereof on the 3rd day of March 2026, which appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City this 4th day of March, 2026.

Cynthia Nelson
Cynthia Nelson, City Recorder



CITIZENS ADVISORY COMMITTEE

C H A R T E R

A standing advisory body to the City Council

Executive Summary

The Citizens Advisory Committee (CAC) is a standing forum for structured, transparent engagement between residents and city leadership. It gathers community views on planning, budgeting, policy, and long-term development; weighs alternatives and trade-offs; and delivers balanced, actionable advice to the City Council. The CAC does not decide city policy. It exists so resident voices are collected, analyzed, and fairly presented before decisions are made.

Vision

A community in which residents and city leadership speak openly and respectfully, civic participation is accessible and valued, and public decisions rest on a clear understanding of resident priorities and lived experience.

Mission

Facilitate representative, transparent resident engagement and advise the City Council by gathering, evaluating, and synthesizing community input. Provide balanced recommendations that reflect community perspectives while remaining strictly advisory.

Authorities and Limitations

The CAC is advisory only. It has no executive, legislative, or decision-making authority. It may issue recommendations, reports, and community insights to the City Council and city departments. It does not direct operations, staffing, budgets, or policy implementation. All work must comply with city ordinances, open-meeting laws, and applicable state statutes. The City Council may request input and may accept, modify, or reject any recommendation.

Definitions

- **Advisory Recommendation:** Guidance prepared by the Committee for City Council consideration.
- **Engagement Activity:** A structured chance for residents to share views—forums, surveys, focus groups, workshops, or listening sessions.
- **Resident Input:** Feedback, viewpoints, concerns, and priorities shared by city residents.
- **Task Force Team:** A temporary, issue-specific subcommittee created by the CAC.
- **Transparency:** Engagement methods, activities, and results are documented and publicly available.

- Broad Representation: Participation across geographic, demographic, socioeconomic, and cultural differences.

Key Principles

These principles govern the Committee’s work and are intended to build trust, keep dialogue constructive, and keep the CAC aligned with law and city policy.

- Dignity. Treat every person as worthy of honor and consideration. Conduct all interactions consistent with the Utah Dignity Index—civility, listening, and thoughtful attention to differing views.
- Respect. People may hold their own opinions and make free choices based on their values. Self-determination is not to be forced, tricked, or controlled.
- Transparency. Work in the open. Document meetings, engagement opportunities, and findings, and make them accessible.
- Clarity. Explain issues, opportunities, and outcomes in plain, neutral language.
- Accountability. Stay within the advisory role. Record activities and recommendations, and report progress on action items.
- Collaboration. Work constructively with residents, city staff, and the Council.
- Broad Representation. Seek wide participation and reduce barriers to engagement across neighborhoods and backgrounds.
- Responsiveness. Weigh resident input carefully and fold it into advisory recommendations that can inform Council deliberations.

Strategies and Tasks

Each strategy is a core function of the CAC. The tasks below are the recurring work that carries it out.

1. Reports and Recommendations

Deliver complete, balanced advisory reports that reflect community views—including disagreement—and state context, assumptions, and trade-offs.

- Collect and synthesize input from forums, surveys, listening sessions, and other activities.
- Weigh that input against city plans, proposals, constraints, and available data.
- Prepare reports that cover: activities conducted; quantitative and qualitative findings; areas of consensus and disagreement; alternatives and trade-offs; and the reasoning behind recommendations.
- Present supporting and opposing perspectives where they exist.
- Deliver reports on the adopted cadence (quarterly updates and an annual summary), publish them, and keep records for continuity.

2. Public Forums and Structured Engagement

Create ongoing, two-way opportunities for residents to take part in civic dialogue.

- Host and/or attend regular public forums and topic-focused listening sessions in person or remotely as available.
- Use and/or attend workshops, focus groups, and town halls when issues need more depth.
- Offer in-person, virtual, and hybrid formats.
- Keep events accessible: scheduling, virtual access, language support where appropriate, and outreach to underrepresented residents.
- Document input and share outcome summaries with residents and the Council.

3. Civic Outreach and Community Support

Connect residents with ways to contribute to civic life and community well-being.

- Work with city departments, community groups, and volunteers to identify service and engagement opportunities.
- Promote volunteer opportunities and help residents find community service providers.
- Help identify community needs where resident participation would matter.

4. City-Wide Event Engagement

Support resident involvement in city-wide events through communication, volunteer coordination, and feedback.

- Work with event organizers to identify participation and volunteer roles.
- Help publicize opportunities and, where appropriate, support volunteer recruitment.
- Collect resident feedback during and after major events and report it to organizers and the Council.

5. Financial Transparency Support

Help residents understand city finances. The CAC is not an auditor and does not audit city finances. It assists the city in making financial information clearer and more accessible.

- Help present budgets, proposed spending, and project costs in plain language.
- Convey resident perspectives on financial priorities and concerns.
- Support two-way communication on financial matters tied to advisory topics.

6. Data Collection, Analysis, and Information Flow

Serve as a reliable channel for collecting, evaluating, and sharing community information.

- Design and run surveys on priorities, proposals, and issues.
- Collect qualitative and quantitative data from forums, workshops, surveys, and direct contact.
- Analyze trends and concerns; keep organized records; share synthesized findings with the Council and relevant information with residents.

7. Neighborhood Partnership Initiative (NPI)

Fold neighborhood-based engagement, including the NPI, into the CAC framework so communication between neighborhoods and city leadership is coordinated.

- Integrate NPI structure and activities into CAC operations.
- Maintain neighborhood communication channels and support neighborhood-level feedback.
- Coordinate engagement across neighborhoods so participation is broad and representative.

8. Issue-Specific Task Force Teams

Create temporary Task Force Teams for focused issues. A team lasts no more than 13 weeks (three months). The Chair may grant one five-week extension and shall notify the City Council.

- Form teams as needed; assign CAC members and qualified resident volunteers.
- Set clear objectives, scope, and timelines.
- Conduct focused engagement, research, and analysis; submit findings to the CAC Executive Board for review.
- Dissolve teams when the assignment is complete. Deploy new teams when emerging needs require it.

9. Planning, Evaluation, and Improvement

Keep engagement effective through planning, measurement, and regular adjustment.

- Maintain an annual engagement work plan and calendar aligned with city planning, budgeting, and policy cycles.
- Keep a defined reporting cadence (quarterly and annual).
- Track participation and effectiveness; refine methods based on results and resident feedback.

Code of Conduct and Conflicts of Interest

Members shall act with integrity, professionalism, and respect. They shall follow open-meeting laws, confidentiality rules, and ethical standards. A member with a potential conflict related to an engagement activity or recommendation shall disclose it and recuse from deliberation and any vote on that matter. Violations may result in removal under the adopted bylaws.

Roles and Responsibilities

- **Chair.** Presides at meetings, sets agendas, speaks for the Committee, and is the primary liaison with the City Council and city staff.
- **Vice Chair (Co-Chair).** Assists the Chair, presides in the Chair's absence, and coordinates subcommittees or Task Force Teams as assigned.
- **Board Members.** Take part in engagement, analysis, and report writing; attend meetings; serve on subcommittees or Task Force Teams.
- *Discussion item: If alternates are authorized, add a role: Alternate Members — one per precinct. Alternates attend, help with engagement, and vote only when substituting for that precinct's seated member.*
- **City Council Liaison.** A Council member who supports communication between the Council and the CAC. The liaison does not vote on CAC actions.

Roles are exercised under this Charter and the Committee's bylaws.

Meetings and Reporting

The Committee meets on the schedule in its work plan, or at the request of the Chair or City Council. A quorum is a majority of appointed members. Meetings comply with open-meeting and public-notice laws. Agendas are posted in advance; minutes are recorded and published. Engagement reports, recommendations, and summaries go to the Council on the adopted reporting calendar and are made public through official city channels.

Discussion item: If alternates are used, decide whether a seated alternate counts toward quorum in place of the absent precinct member, and that two people from the same precinct never both vote at the same meeting.

Addendum 1: Formation and Implementation

This addendum governs initial formation. After the Committee is fully formed and operating, the main Charter and adopted bylaws control.

Appointment Process

- Seven members: one Chair and six members representing the city's voting precincts.
- *Discussion item: Consider authorizing up to six alternate members — one for each voting precinct — so each precinct still has a voice when its member is absent. Alternates would be selected by the CAC. Decide eligibility, term length, training, and whether an alternate votes or counts toward quorum only when seated for that precinct.*
- Initially, the Chair is nominated by the Mayor and approved by the City Council. All other members, including the Co-Chair, are decided by the CAC internally.
- Thereafter, the Chair and Co-Chair are voted on by CAC members.
- The CAC shall be independent and separate from the City Council, with no influence by the City Council over Committee membership or internal decisions.
- Committee year begins April 1. Applications open December 1 and remain open for two months. From February 1, the Chair reviews applications and interviews candidates; the CAC then selects members internally.
- Terms begin April 1. Appointees may attend earlier meetings as non-voting observers to support transition.

Initial Leadership

- The initial Chair is nominated by the Mayor and approved by the City Council.
- The initial Co-Chair and all other members are selected by the CAC internally.
- Thereafter, the Chair and Co-Chair are voted on by CAC members.
- The CAC operates independently of the City Council. After the initial Chair appointment, the Council does not appoint, direct, or influence Committee membership or internal leadership.

Terms and Build-Out

- Members serve staggered terms of no more than three consecutive years.

- During formation, term length or precinct representation may be adjusted temporarily to get the Committee standing.
- The Committee may operate with fewer than seven members at first. Minimums: four members by the end of year one, six by the end of year two, and seven by the end of year three.
- Temporary members may be appointed to keep the Committee functioning until full precinct representation is in place.

Operational Readiness

- Draft, adopt, and maintain bylaws covering structure, roles, meetings, quorum, voting, and ethics.
- Provide orientation on city governance, advisory duties, public engagement, and open-meeting requirements.
- Develop the first annual work plan, engagement schedule, reporting framework, and communication procedures.
- Coordinate with city staff on administrative support, communication channels, and public access to information.

NPI Integration

- Once fully formed, integrate the Neighborhood Partnership Initiative into the CAC engagement framework.
- Neighborhood input gathered through the NPI is incorporated into CAC activities and recommendations.

Transition to Standard Operations

- Formation provisions remain in effect until the Committee is fully staffed, organized, and operating under its bylaws and this Charter.
- After formation, the Committee operates under the Vision, Mission, Principles, Strategies, and Tasks in this Charter.

TREMONTON CITY CITIZENS ADVISORY COMMITTEE BYLAWS

First Draft · For Committee Discussion

Prepared for the first meeting of the Committee · September 2026

This is a working draft. Nothing in it is adopted until the Committee votes to adopt it, consistent with Tremonton City Revised Ordinances Title 3, Part 3-975, and the Committee Charter. Bracketed items and “Draft notes” flag choices the Committee should settle at the first meeting.

Article I — Name and Authority

Section 1. Name

The name of this body is the Tremonton City Citizens Advisory Committee (“Committee” or “CAC”).

Section 2. Authority

The Committee exists under Ordinance No. 26-03 (March 3, 2026), codified as Tremonton City Revised Ordinances §§ 3-976 through 3-981, and under the Committee Charter adopted in connection with that ordinance. These bylaws govern internal procedure only. They do not enlarge the Committee’s authority.

Section 3. Controlling Law

If these bylaws conflict with the Utah Code, the City’s revised ordinances, or the Charter, the higher authority controls, in that order. The Committee is advisory only. It has no executive, legislative, or decision-making power and does not direct city operations, staffing, budgets, or policy implementation.

Article II — Purpose

The Committee facilitates structured, inclusive, and transparent resident engagement and advises the City Council. Its work is to gather and synthesize resident input; evaluate city proposals; and deliver balanced, non-binding recommendations that fairly present supporting views, opposing views, and trade-offs. The City Council retains full authority to accept, modify, or reject any recommendation.

The Committee operates consistent with the Utah Dignity Index: civility, listening, and respect for differing views.

Article III — Membership

Section 1. Composition

The Committee has seven voting members: one Chair and six members. The intent is that each of the six members represent one of Tremonton’s established voting precincts. A City Council member serves as liaison and does not vote.

Discussion item: Consider authorizing up to six alternate members — one for each voting precinct — so each precinct still has a voice when its member is absent. Alternates would be selected by the CAC. Decide eligibility, term length, training, and whether an alternate votes or counts toward quorum only when seated for that precinct.

Section 2. Appointment

Initially, the Chair is nominated by the Mayor and approved by the City Council. All other members, including the Co-Chair, are decided by the CAC internally. Thereafter, the Chair and Co-Chair are voted on by CAC members. The CAC shall be independent and separate from the City Council, with no influence by the City Council over Committee membership or internal decisions. Recommended application cycle:

- Applications open December 1 and remain open two months.
- From February 1, the Chair reviews applications and may interview candidates, with advisors as needed.
- The CAC selects members internally. Nominations are not submitted to the City Council except for the initial Chair.
- Terms begin April 1. New members may attend earlier meetings as non-voting observers to support transition.

Draft note: This appointment rule matches the Charter. It conflicts with Ordinance § 3-978(2), which still places appointment with the Mayor and Council. Flag for City Attorney and Council if the ordinance needs to be amended.

Section 3. Eligibility

- A voting member shall be a resident of Tremonton City of voting age.
- A precinct member should reside in the precinct the seat represents, except during formation when temporary adjustments are allowed under § 3-979(2).
- *Discussion item: If alternates are authorized, each alternate should reside in the same precinct as the member they may replace.*
- City elected officials are not voting members. The Council liaison is not a voting member.

Section 4. Terms

The Committee year begins April 1. Members serve staggered terms of not more than three consecutive years. Vacancies are filled in the same manner as original appointments for the unexpired portion of the term. Time served filling a vacancy of less than one year does not count toward the three-year limit.

Draft note: Decide at the first meeting how initial terms will be staggered (for example: two seats for one year, two for two years, two for three years, plus the Chair) so the whole board does not turn over at once.

Section 5. Formation Period

Until a full seven-member board is seated, the Committee may operate with fewer members. Charter targets: at least four members by the end of year one, six by the end of year two, and seven by the end of year three. Temporary members may be appointed to keep the Committee functioning.

Article IV — Officers

Section 1. Officers

Officers are the Chair and the Vice Chair (Co-Chair). The Committee may designate a Secretary from among its members, or request minute-taking support from city staff.

Section 2. Chair

The initial Chair is nominated by the Mayor and approved by the City Council. Thereafter the Chair is elected by CAC members. The Chair:

- Presides at meetings, keeps order, and sees that these bylaws are followed.
- Sets the agenda in consultation with the Vice Chair (Co-Chair) and, as needed, city staff.
- Serves as primary liaison to the City Council, Mayor, and city staff, together with the Council liaison.
- Signs official Committee correspondence and transmitted reports.
- May form Task Force Teams as provided in Article IX.

Section 3. Vice Chair (Co-Chair)

The Committee selects a Vice Chair (Co-Chair) from among its voting members by vote of the CAC. After the initial Chair appointment, both the Chair and Co-Chair are voted on by CAC members.

The initial Co-Chair and all other members are selected by the CAC internally, as provided in the Charter.

The Vice Chair (Co-Chair) presides in the Chair's absence and coordinates Task Force Teams as assigned.

Section 4. Temporary Presiding Officer

If the Chair and Vice Chair (Co-Chair) are both absent and a quorum is present, the members present elect a temporary presiding officer for that meeting only.

Section 5. Secretary Duties

Whether performed by a member or by city staff, the secretary function includes: preparing draft minutes; tracking attendance; keeping the Committee's adopted documents; and coordinating posting of notices and minutes with the City Recorder.

Article V — Meetings

Section 1. Regular Meetings

The Committee meets on a regular schedule set in its annual work plan. Until that plan is adopted, regular meetings are held [monthly / every other month] on [day] at [time] at Tremonton City Hall, 102 South Tremont Street, Tremonton, Utah, or another noticed public location.

Draft note: Set day, time, and frequency at the first meeting. Monthly is the usual start for a new body. Every other month may be enough once a work plan is in place.

Section 2. Special Meetings

The Chair, or any three voting members, may call a special meeting. Notice must meet Article VI.

Section 3. Open Meetings; No Closed Sessions

Meetings are open to the public. Under ordinance § 3-977, the Committee shall have no closed sessions. Members shall not deliberate Committee business as a group outside a noticed meeting when a quorum is present, including by email, text, or group chat.

Section 4. Work Sessions and Engagement Events

Work sessions, listening sessions, forums, and workshops at which a quorum is present are meetings and must be noticed. Chance or social gatherings are not meetings if Committee business is not discussed.

Section 5. Cancellation

The Chair may cancel a regular meeting for lack of a quorum, lack of business, or an emergency. Notice of cancellation shall be posted as promptly as practicable in the same manner as meeting notice.

Article VI — Notice, Agenda, and Records

Section 1. Public Notice

Although ordinance § 3-980(4) states the Committee is not itself a governing authority, the same section requires meetings to be noticed and conducted in accordance with the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4). The Committee will:

- Give at least 24 hours' public notice of the agenda, date, time, and place.
- Post notice on the Utah Public Notice Website, on the City website if available, and at City Hall.
- Post an annual schedule of regular meetings once each year.

Section 2. Agenda

The agenda must reasonably specify the topics to be considered. The Committee may discuss a topic raised by the public that is not on the agenda but shall not take final action on that topic at the same meeting.

Section 3. Suggested Order of Business

1. Call to order and attendance
2. Declaration of conflicts of interest
3. Approval of agenda
4. Approval of minutes
5. Public comment (non-agenda items)
6. Reports (Chair, Task Force Teams, liaison)
7. Business items
8. Work-plan and calendar items
9. Member comments
10. Adjournment

Section 4. Minutes and Recordings

Written minutes shall be kept of every meeting. Minutes include the date, time, and place; members present and absent; the substance of matters proposed, discussed, or decided; a record of each vote; and the names of persons who comment and a brief summary of their comments. Draft minutes shall be available to the public

within 30 days. Approved minutes shall be posted through official city channels and on the Utah Public Notice Website as the Recorder directs. Meetings shall be recorded when staff support or equipment is available.

Section 5. Records

Committee records are city records subject to the Government Records Access and Management Act (GRAMA). Members shall not keep official Committee files solely on personal devices. Official records are maintained through city systems.

Article VII — Quorum, Motions, and Voting

Section 1. Quorum

A quorum is a majority of the appointed voting members then serving. Example: if five members are appointed, a quorum is three; if seven are appointed, a quorum is four. The Council liaison does not count toward a quorum.

Discussion item: If alternates are used, decide whether a seated alternate counts toward quorum in place of the absent precinct member, and that two people from the same precinct never both vote at the same meeting.

Section 2. No Meeting Without a Quorum

Without a quorum, members present may hear public comment and receive information, but they shall not deliberate toward a recommendation or take any vote. They may fix the time to adjourn or recess.

Section 3. Voting

- Only appointed voting members may vote.
- Each member has one vote. There is no voting by proxy.
- Votes are taken in open session by voice, show of hands, or roll call. A roll-call vote is used on adoption of recommendations to the Council, on amendments to these bylaws, and whenever any member requests it.
- A motion passes by a majority of members present and voting, provided a quorum is present, unless these bylaws require more.
- The Chair votes as a member.
- A member may abstain. An abstention is not a vote for or against.

Section 4. Recommendations to the Council

A formal advisory recommendation or report is adopted only by vote in a noticed meeting and is transmitted to the City Council in writing over the Chair's signature. Minority views that members ask to include shall be stated in the report.

Article VIII — Public Participation

Residents are welcome at every meeting. Public comment on non-agenda items is generally limited to three minutes per person, unless the Chair extends the time. On an agenda item, the Chair may allow comment before the Committee deliberates. Speakers shall address the Chair, stay on the subject, and observe the Dignity Index.

The Committee may hear comment without answering every question in the moment; follow-up may be placed on a later agenda.

Structured engagement is conducted under the Charter. The Committee may host and/or attend public forums and topic-focused listening sessions in person or remotely as available, and may use and/or attend workshops, focus groups, and town halls when issues need more depth. Input from those activities is documented and carried into Committee reports.

Article IX — Task Force Teams

The Committee may form temporary, issue-specific teams. Ordinance § 3-981(4) calls these “Tiger Teams.” The Charter calls them “Task Force Teams.” These bylaws use “Task Force Team” and treat the terms as the same thing.

- A team exists no longer than 13 weeks. The Chair may grant one five-week extension and shall notify the City Council.
- The Committee (or the Chair, subject to later ratification) sets the objective, scope, and end date before the team begins work.
- Teams may include Committee members and qualified resident volunteers. Volunteers on a team are not voting members of the Committee.
- If a team meeting includes a quorum of the full Committee, it is a Committee meeting and must be noticed as such.
- A team reports findings to the Committee. It does not send recommendations directly to the City Council.
- The team dissolves when its assignment is done or its time expires.

Article X — Reports and Work Plan

Section 1. Work Plan

Each Committee year the Committee adopts an annual engagement work plan and calendar aligned with city planning, budgeting, and policy cycles. The plan is transmitted to the City Council for awareness.

Section 2. Reporting Cadence

- Quarterly written updates to the City Council.
- An annual summary of engagement, findings, and recommendations.
- Issue-specific reports as adopted by the Committee.

Section 3. Content of Formal Reports

A formal report should include, as applicable: engagement activities conducted; a fair account of resident input, quantitative and qualitative; areas of consensus and disagreement; alternatives and trade-offs; and the reasoning behind any recommendation. Supporting and opposing perspectives are stated where they exist.

Section 4. Financial Information

When a topic involves city finances, the Committee may help present information in plain language and convey resident views on priorities. The Committee is not an auditor and does not audit city finances.

Article XI — Conduct, Dignity, and Conflicts

Section 1. Standard of Conduct

Members act with integrity, professionalism, and respect. They follow open-meeting requirements, confidentiality rules that apply to non-public city information they may receive, and these bylaws. Debate is directed at issues, not persons.

Section 2. Dignity Index

Members conduct Committee work consistent with the Utah Dignity Index: honor the worth of every person, listen, and consider differing views in good faith.

Section 3. Conflicts of Interest

A member who has a personal, financial, or other conflict related to an engagement activity or recommendation shall disclose it on the record at the start of the item and shall recuse from deliberation and any vote on that matter. Recusal means leaving the discussion of that item. The minutes shall record the disclosure and recusal.

Section 4. Speaking for the Committee

Only the Chair, or a member the Committee has designated for a specific purpose, speaks for the Committee. Individual members may state their own views but shall not present personal opinions as Committee positions.

Section 5. Use of City Name and Letterhead

City letterhead, logos, and the Committee name are used only for official Committee business.

Article XII — Attendance, Vacancies, and Removal

Section 1. Attendance

Members are expected to attend regular meetings. A member who cannot attend shall notify the Chair before the meeting. The Chair may record the absence as excused or unexcused.

Section 2. Grounds to Recommend Removal

The Committee may, by majority vote of appointed voting members, recommend that the Mayor and City Council remove a member for:

- Three consecutive unexcused absences from regular meetings.
- Missing more than half of the regular meetings in a Committee year.
- Violation of these bylaws, the Charter, or applicable law.
- Conduct that undermines the Committee's ability to do its work.

Removal is effected by the appointing authority (Mayor with advice and consent of the Council), not by the Committee acting alone.

Section 3. Resignation

A member resigns by written notice to the Chair, who forwards it to the Mayor and City Recorder.

Section 4. Vacancies

Vacancies are filled under Article III for the remainder of the unexpired term.

Article XIII — Liaison, Staff, and Volunteers

Section 1. City Council Liaison

The designated Council liaison facilitates communication between the Council and the Committee. The liaison does not vote, does not count toward a quorum, and does not chair Committee meetings.

Section 2. City Staff

The Committee may request reasonable administrative support through the City Manager or designee: posting notices, reserving rooms, recording meetings, and routing reports. Staff members are not Committee members.

Section 3. Resident Volunteers

Residents may serve on Task Force Teams, help with engagement events, or support civic outreach without holding a voting seat. Volunteers follow the same conduct and dignity standards when acting on Committee work.

Article XIV — Compensation and Resources

Members serve without compensation unless the City Council provides otherwise. Members may be reimbursed for pre-approved, documented expenses incurred on official Committee business, subject to city policy. The Committee does not hold or expend city funds except as the Council or City Manager authorizes.

Article XV — Electronic Participation

A member may participate electronically when the Chair approves it in advance and the following conditions are met:

- An anchor location is provided at City Hall or another noticed public place where the public may attend.
- The member can hear and be heard by all other members and by the public at the anchor location.
- The notice states that electronic participation will be used and how the public may attend or monitor.
- A member participating electronically counts toward the quorum and may vote.

This Article is intended to satisfy Utah Code § 52-4-207 if that section is treated as applying. If city-wide electronic-meeting rules are adopted later, those rules control.

Draft note: Confirm with the City Attorney whether a separate Council resolution on electronic meetings is required before members vote remotely.

Article XVI — Parliamentary Authority

Meetings are conducted informally under the Chair's direction, consistent with these bylaws and city practice. Where a formal rule is needed and these bylaws are silent, the current edition of Robert's Rules of Order Newly

Revised may be used as a guide. The Chair may set reasonable time limits on debate. A ruling of the Chair may be appealed to the Committee and is reversed only by majority vote.

Article XVII — Amendment

These bylaws may be amended by a two-thirds vote of appointed voting members at a regular meeting, provided the proposed amendment was listed on the posted agenda. Amendments take effect when adopted unless the motion states a later date. The Chair shall file the amended bylaws with the City Recorder and provide a copy to the City Council.

Article XVIII — Conflict with Law; Severability

If any provision of these bylaws is held invalid, the remainder stays in effect. Silence in these bylaws is not a grant of power. The Committee does not adopt policies that bind the City.

Article XIX — Adoption

These bylaws are adopted by vote of the Tremonton City Citizens Advisory Committee on the date stated below and supersede any earlier internal rules.

Adopted this _____ day of _____, 20____.

Chair, Citizens Advisory Committee

Attest / filed with the City Recorder: _____ Date: _____

Appendix A — Items for the First Meeting

The Committee should discuss and, if ready, decide:

- 1.Regular meeting day, time, and whether to meet monthly or every other month.
- 2.How to stagger the first round of terms so seats do not all expire together.
- 3.Whether a member will serve as Secretary or whether city staff will take minutes.
- 4.Whether to use “Task Force Team,” “Tiger Team,” or both names in public materials.
- 5.Public-comment time limits and whether comment comes before or after each business item.
- 6.Electronic-participation practice, after a check with the City Attorney.
- 7.A first-year work plan outline: first forums, first report date, and NPI coordination.
- 8.Whether any article in this draft should be cut, added, or sent to the Council for ordinance cleanup.
- 9.Up to six alternate members (one per precinct): whether to authorize them, how they are selected, term length, and when they vote or count toward quorum.

Appendix B — Governing References

- Tremonton City Revised Ordinances §§ 3-976 through 3-981 (Ord. No. 26-03, March 3, 2026).
- Citizens Advisory Committee Charter.
- Utah Open and Public Meetings Act, Utah Code Title 52, Chapter 4.
- Utah Government Records Access and Management Act (GRAMA), Utah Code Title 63G, Chapter 2.
- Utah Dignity Index.

This draft is a starting text. Mark it up. The Committee owns the final version.