

ORDINANCE NO. 26-20

AN ORDINANCE AMENDING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; PROVIDING FOR APPOINTMENT OF MEMBERS AND ALTERNATES, SELECTION OF THE CHAIR, VICE CHAIR, AND SECRETARY, INITIAL STAGGERED TERMS, VACANCIES AND REMOVAL, OPEN MEETINGS, PUBLIC NOTICE, AND RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on March 3, 2026, the City Council of Tremonton City adopted Ordinance No. 26-03, creating and establishing the Tremonton City Citizens Advisory Committee in Title 3 City Government, Part 3-975 of the Revised Ordinances of Tremonton City Corporation; and

WHEREAS, the Committee held its first organizational meeting on September 17, 2026, and identified several matters of organization, terms, and records that Part 3-975 as adopted does not address; and

WHEREAS, Part 3-975 provides that the Committee shall consist of seven (7) voting members appointed by the Mayor with the advice and consent of the City Council, and the City Council desires to provide for the appointment of alternate members in the same manner; and

WHEREAS, the City Council desires to provide that the initial Chair is designated by the Mayor with the advice and consent of the City Council, and that thereafter the Committee selects its own Chair, Vice Chair, and Secretary from among its members, so that a change in Committee officers does not require an amendment to the Revised Ordinances; and

WHEREAS, the City Council desires to provide for initial staggered terms so that the terms of Committee members do not all expire in the same year; and

WHEREAS, Part 3-975 as adopted does not provide for the manner in which a seat on the Committee becomes vacant or the manner in which a member may be removed, and the City Council desires to provide for both; and

WHEREAS, the Committee serves in an advisory capacity only and is not vested with authority to make decisions regarding the public's business, and the City Attorney has advised that the Committee is not a public body subject to the Utah Open and Public Meetings Act; and the City Council nevertheless desires that Committee meetings be open to the public, publicly noticed, and recorded in written minutes created by the Committee's secretary that are posted for the public; and

WHEREAS, the City Council desires to confirm that the records of the Committee are records of Tremonton City subject to the Government Records Access and Management Act, and to provide for their delivery to and retention by the City Recorder; and

WHEREAS, the City Council desires to provide that Part 3-975 controls in the event of a conflict with the Committee's Charter or bylaws; and

WHEREAS, pursuant to Section 10-3-702.1 of the Utah Code, the City Council has considered the impact this Ordinance may have on family health, stability, and formation, and finds that the Ordinance supports resident participation in city government and has no adverse impact on families.

NOW, THEREFORE BE IT ORDAINED, the City Council of Tremonton, Utah, hereby adopts, passes, and publishes Ordinance No. 26-20 amending Title 3 City Government, Part 3-975, Citizens Advisory Committee, of the Revised Ordinances of Tremonton City Corporation, which Part is amended and restated in its entirety as shown in Exhibit "A". Except as amended and restated by this Ordinance, Ordinance No. 26-03 remains in full force and effect.

PENALTIES. This Ordinance provides for no criminal or civil penalty for violation, and no term of imprisonment may be imposed under this Ordinance.

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 6th day of October, 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: _____

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 "Committee" or "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 recommendations s to the City Council on any issue the Committee, or residents-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 shall be taken in a meeting open to the public as provided in Section 3-980. The Committee shall have no closed sessions.

3-978. Composition and Appointment.

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

(2) All voting Mmembers of the Committee 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. The Mayor, with the advice and consent of the City Council, may appoint up to six (6) alternate members in the same manner as voting members, with the intent that each alternate represents one of the city's established voting precincts. An alternate may attend and participate in the discussion at all meetings of the Committee. When a voting member is absent, the Chair shall seat an alternate in that member's place for the meeting, and the seated alternate may vote and shall count toward a quorum. The seated alternate, if in attendance, shall be the alternate from the precinct that the absent member is appointed to represent. If the absent member is an at-large member, or if the alternate from the specific precinct is not in attendance, the Chair may select any one of the present alternates. Alternates shall serve terms and are subject to vacancy and removal in the same manner as voting members.~~

3-979. Terms of Office.

(1) Committee members shall serve staggered terms of ~~up to~~ three (3) ~~consecutive~~ years, except as provided in Subsection (2). The Committee year shall officially begin on April 1 of each calendar year.

(2) The initial terms of the members first appointed under this Part shall be staggered so that approximately one third of the seats expire in each of the first three Committee years, with initial terms of two (2), two and one-half (2½), and three (3) years, with each initial term ending on March 31 of the applicable year. The initial term for each seat shall be assigned by the Mayor with the

advice and consent of the City Council, upon the recommendation of the Committee. All terms after the initial terms shall be three (3) years. 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.

(4) A member's seat becomes vacant upon the member's written resignation delivered to the City Recorder, upon the member ceasing to reside within Tremonton City, or upon removal as provided in Subsection (5).

(5) A member, including the Chair, may be removed by the Mayor, with or without cause, with the advice and consent of the City Council. The Committee serves in an advisory capacity only, and all members and alternates serve at the pleasure of the Mayor and the City Council.

3-980. Organization, Officers, and Meetings.

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

(2) The initial Chair shall be designated by the Mayor from among the appointed voting members, with the advice and consent of the City Council, for a term of one (1) year. Upon expiration of the initial Chair's term, and annually thereafter, the Committee shall elect a Chair from among its voting members by majority vote of the appointed voting members at a noticed meeting. A Chair may be re-elected. A change in the Chair does not by itself terminate that individual's membership on the Committee. The Committee shall adopt bylaws and a formal Charter governing its internal procedures, engagement strategies, and code of conduct.

(3) The Committee shall elect a Vice Chair from among its voting members by majority vote of the appointed voting members at a noticed meeting, in accordance with the Committee's adopted bylaws or, until bylaws are adopted, as provided in this Subsection. The Vice Chair shall act in the absence of the Chair. 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) The Committee shall select a Secretary from among its members to assist with the preparation of agendas and minutes. The Secretary serves in a support role and is not an officer of the Committee. 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.

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

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

(7) The Committee is not vested with authority to make decisions regarding the public's business and is not a public body subject to the Utah Open and Public Meetings Act. All meetings of the Committee shall nonetheless be open to the public. The date, time, place, and agenda of each meeting shall be posted on the City's website at least twenty-four (24) hours before the meeting. The Committee shall keep written minutes of each meeting, which shall record the date, time, and place of the meeting, the members present and absent, the substance of all matters discussed, and each vote taken.

(8) The Secretary, or in the Secretary's absence the Chair, shall deliver approved minutes to the City Recorder within ten (10) days of approval. The City Recorder shall post approved minutes to

the City's public meeting archive on the City website and shall retain them in accordance with the applicable state records retention schedule.

(9) The records of the Committee, including agendas, minutes, membership rosters, applications, and reports to the City Council, are records of Tremonton City and shall be maintained by or made available to the City Recorder.

(10) Until the Committee adopts bylaws and a Charter as provided in Subsection (5), the Committee may meet, organize, and conduct formation business, but shall not conduct the public engagement activities described in Section 3-981(1).

(11) In the event of a conflict between this Part and the Committee's Charter or bylaws, this Part controls. The Committee shall conform its Charter and bylaws to this Part.

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 working groups or subcommittees, (~~"Tiger Teams"~~) as defined in the Committee's Charter, to 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 “**AMENDING TITLE 3, PART 3-975 CITIZENS ADVISORY COMMITTEE OF THE REVISED ORDINANCES OF TREMONTON CITY CORPORATION; PROVIDING FOR APPOINTMENT OF MEMBERS AND ALTERNATES, SELECTION OF THE CHAIR, VICE CHAIR, AND SECRETARY, INITIAL STAGGERED TERMS, VACANCIES AND REMOVAL, OPEN MEETINGS, PUBLIC NOTICE, AND RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE**” adopted and passed by the City Council of Tremonton, Utah, at a regular meeting thereof on the 6th day of October 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 _____ day of _____, 2026.

Cynthia Nelson, City Recorder