RULES OF PROCEDURE
for the
DAVIS COUNTY COUNCIL OF GOVERNMENTS

The following rules are intended to govern the conduct of public meetings of the Davis County Council of Governments, in accordance with Paragraph 2d of the Memorandum Agreement of the Davis County Council of Governments. Items and issues not addressed by these rules of procedure shall be determined by the Council Chair, using Robert's Rules of Order as a guide.

A. ORDER OF BUSINESS

1. REGULAR AND SPECIAL MEETINGS. Regular meetings of the Davis County Council of Governments will be held on the third Wednesday at 5:00 p.m. Special meetings may be held at other times at the call of the Chair, as warranted, or by petition of 20% of the membership of the Council. All regular and special meetings shall be noticed as required by the Utah Open and Public Meetings Act.

2. QUORUM. A quorum of the Davis County Council of Governments shall consist of 10 members. A quorum must be present before any business may be conducted.

3. MEETING AGENDA. The Council Director, at the direction of and after consultation with the Council Chair, shall prepare a written agenda for each meeting of the Council. The agenda shall be mailed to the Council members by Friday of the week prior to the Council meeting.

4. SUBMISSION OF AGENDA ITEMS. Items for consideration on the Council agenda should be submitted to the Davis County Department of Community & Economic Development by at least one week prior to the scheduled meeting.

5. SPECIAL ORDERS OF BUSINESS. The Council may at any time, on a motion supported by the majority of the Council members present, proceed out of order to any item of business, may return to an item already passed, or may consider an item not on the regular agenda.

B. MOTIONS

1. MAKING MOTIONS. Any Council member, including the Chair, may make a motion. Motions should include a statement of findings supporting the motion.

2. SECONDING MOTIONS. A second by a Council member other than the maker of the motion is necessary before the motion may be discussed or a vote taken.

3. CHANGING A MOTION. The maker of a motion may change the motion at any time before a vote is taken. A second to the changed motion is necessary before the changed motion may be further discussed or voted upon.

4. WITHDRAWING A MOTION. The maker of a motion may withdraw the motion of no member of the Council objects to its withdrawal. If an objection is made to the withdrawal of the motion, the Chair shall call for a vote of the Council regarding the withdrawal of the motion.

5. SUBSTITUTE MOTIONS. All amendments or substitute motions shall be offered as amendments to the main motion first made. The procedure for amendments shall be the same as for any motion. Action is to be taken on the amendment first before any action is taken on the first motion.

6. NON-DEBATABLE MOTIONS. A motion to adjourn, to take a recess, to table an item, or to retrieve an item from the table, shall be voted upon without debate.

C. RECONSIDERATION

1. WHO MAY MOVE TO RECONSIDER. Any motion made in the course of a Council meeting may be reconsidered during the meeting in which the motion was made. Only a member of the Council who voted with the majority on the motion in question may make a motion for reconsideration of the motion.

2. VOTE REQUIRED FOR RECONSIDERATION. When a motion to reconsider has been properly made, a majority of the members of the Council present must vote in favor of reconsideration in order for the item to be reconsidered.

D. DEBATE

1. INTERRUPTIONS AND QUESTIONS. No member of the Council shall interrupt or question another member without obtaining the member's consent, and to obtain such consent shall first address the Chair.

E. VOTING

1. VOTING PROCESS. A quorum of Council members must vote on a motion. Council members must be physically present in order to vote. All members present must vote unless the member declares an abstention due to possible conflict of interest. All votes are to be cast verbally. A roll call vote may be requested by any member of the Council. Motions must receive a majority of the votes cast.

2. ANNOUNCEMENT OF DECISION. Voting or changing a vote after the decision is announced by the Chair will not be allowed.

3. TIE VOTES. Tie votes on motions shall result in the failure of the motion.

F. SUSPENSION OF THE RULES

1. TWO-THIRDS VOTE REQUIRED. No suspension or alteration of the standing rules of the Council may be affected except upon a two-thirds vote of all members of the Council.

2. AMENDMENT OF BYLAWS. These bylaws and rules may be amended at any meeting of the Council held not less than 14 days after written notice of the proposal to amend the rules is presented to the Council. A majority of all of the members of the Council is required to amend these bylaws and rules.