

**Town of Alta**

**Resolution 2022-R-19**

**A RESOLUTION APPROVING  
RULES OF ORDER AND PROCEDURE  
FOR ALTA TOWN COUNCIL MEETINGS**

**WHEREAS**, Utah Code § 10-3-606 requires the legislative body to adopt rules of order and procedure; and

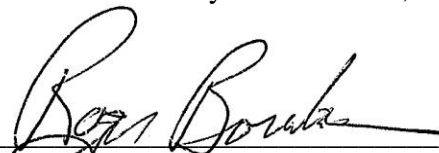
**WHEREAS**, Utah Code §§10-3-502, 504-508, 601, 607 and 608 set out State Code minimum requirements regarding the rules and procedures related to council meetings:

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH** that the Council shall adopt Rules of Order and Procedure to govern its meetings as attached as Attachment 1 below.

This Resolution shall take effect immediately.

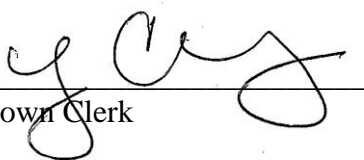
**PASSED AND APPROVED** this 9<sup>th</sup> day of November, 2022

BY

  
\_\_\_\_\_  
Roger Bourke, Mayor

ATTEST

Jen Clancy, Town Clerk

  
\_\_\_\_\_

Attachment 1.

## **RULES OF PROCEDURE AND ORDER FOR THE ALTA TOWN COUNCIL**

Pursuant to Utah Code 10-3-606, the Town of Alta hereby adopts the following rules of order and procedure to govern its meetings of the Town Council:

### **RULE 1. REGULAR AND SPECIAL COUNCIL MEETINGS**

- A. **Regular Meetings:** The town council shall set the schedule of yearly meetings at the June town council meeting. Said meeting schedule shall be duly posted as required by state law. If the meeting date is a legal holiday, then the meeting may be held at the same time and place above described on the next following day which is not a legal holiday. The town council may provide for a different time and place for holding regular meetings of the town council.
- B. **Special Meetings:** If at any time the business of the town requires a special meeting of the town council, such meeting may be ordered by the mayor or any two (2) members of the town council. The order shall be entered in the minutes of the town council. The order shall provide at least three (3) hours' notice of the special meeting and notice thereof shall be served by the Town Clerk on each member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode and by electronic means. The personal appearance by a member at any specially called meeting constitutes a waiver of the notice required in this subsection.

### **RULE 2. AGENDA**

A written Agenda, published in advance, shall guide the meetings. The Agenda must be published at least 24 hours prior to the meeting. Items may be placed on the agenda either by the Mayor or with 10 days' notice by any two Councilmembers. Matters not on the Agenda may be discussed, but no final action is taken on matters not on the Agenda.

### **RULE 3. ORDER AND PROCEDURE**

Council meetings are chaired by the Mayor. Agenda items are usually considered in the order listed but may be reordered with consent of councilmembers. A Resolution or Ordinance shall be in writing before a vote is taken on it. All Town Council meetings shall be conducted in accordance with Roberts Rules in Plain English, Second Edition by Doris Zimmerman.

### **RULE 4. QUORUM AND VOTING**

- A. The Mayor is a regular and voting member of the Council including but not limiting to establishing a quorum and voting.
- B. A quorum consists of three Councilmembers.
- C. The minimum number of votes required to pass any action is three, even if there are absences or vacancies on the Council. Any ordinance, resolution, or motion of the council having fewer favorable votes than three is defeated and invalid.
- D. A roll call vote will be taken and recorded for all Resolutions, Ordinances, and any actions that would create a liability against the town and in any other case at the request of any member of the town council by a "yes" or a "no" vote and shall be recorded.

- E. The Mayor may not veto any ordinance, tax levy, or appropriation passed by the council.
- F. Councilmembers must vote if they are present unless they are recused for a conflict of interest.

#### **RULE 5. MEETING MINUTES AND AUDIO RECORDING**

Draft Meeting Minutes will be made available to Councilmembers and the public within a reasonable time after the meeting. 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. The audio recording of the open meeting shall be available to the public for listening within three business days after holding an open meeting.

#### **RULE 6. 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 7. 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.

([http://le.utah.gov/code/TITLE10htm/10\\_03\\_130100.htm](http://le.utah.gov/code/TITLE10htm/10_03_130100.htm)). At each Town Council meeting Councilmembers shall disclose in the open meeting any actual or potential conflicts of interests regarding any items on the agenda.

#### **RULE 8. RULES OF DECORUM**

- A. The Mayor and Councilmembers 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.
- D. For internal communications between the Council, or the Council and staff, Council shall respond within 48 hours of receiving the communication. Internal communications between Council shall not violate Open Public Meeting requirements.
- E. Council shall notify the Town Clerk if they will be attending a Town Council meeting electronically or cannot attend the meeting at least 7 days before the meeting, or as soon as possible.

#### **RULE 9. MAYOR PRO TEMPORE**

The Town Council shall elect one of its members as Mayor Pro Tempore to preside at the Town Council Meeting, attend a required Board Meeting in the case the Mayor is unable to attend the meeting, or perform, during the mayor's absence, disability, or refusal to act, the duties and functions of Mayor. The Town Clerk shall enter in the minutes of the council meeting the election of a councilmember as Mayor Pro Tempore.