

City of Washington Terrace
County of Weber, State of Utah

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,
ADOPTING POLICIES AND PROCEDURES FOR CODUCTING ITS
PUBLIC CITY COUNCIL MEETINGS**

RESOLUTION NO. 10-07

WHEREAS, the Washington Terrace City Council (hereinafter “Council”) is mandated by law to hold regularly scheduled meetings; and

WHEREAS, said meetings are to be open to the public unless lawfully closed; and

WHEREAS, the Council is not obligated to allow public input during such meetings, but does desire to allow public input and participation at such meetings in a professional manner; and

WHEREAS, it is the Council’s intent and desire to strike an appropriate balance between the Council’s need and obligation to conduct city business in an efficient manner, and to also allow public input at the meetings;

BE IT HEREBY RESOLVED, that the Washington Terrace City Council approves and adopts the following policies and procedures for conducting its public City Council meetings by providing the citizenry a fair and orderly forum for public input. This resolution supersedes Resolution 04-08.

1. Public Meetings

Council meetings, including both regular meetings and work sessions, shall be open to the public. Council meetings lawfully designated as closed shall be accessible only to the Council and all others specifically invited to attend, and shall not be open to the public. The purpose of a public meeting is to allow citizens and other interested parties to observe the meeting.

2. Work Sessions

The City Council/Mayor may call for a work session at any time. Work sessions shall be devoted exclusively to matters and discussion deemed essential and preliminary to the formal Council meetings.

3. Public Hearings

Public meetings are not necessarily public hearings. A public meeting is limited to observation by the public. A public hearing allows public input and commentary, as required by law, to a specific issue to Council. A meeting is not a public hearing unless specifically required and designated as such. All public hearings shall be conducted as follows:

- A. Introduction of item
- B. Staff/applicant presentation
- C. Questions by City Council

- D. Council Chair opens Public Hearing
- E. Citizen input - this input shall be according to the standards set forth in the Citizen Comment Period below

- F. Council Chair closes Public Hearing
- G. Council discussion/debate and decision

4. **Agenda Items**

Any member of the City Council or the Mayor may request any item of business to appear on the agenda for Council consideration. The individual making the request shall be the Sponsor. The Sponsor must provide to the City Recorder, who prepares the agenda, form CA1. Form CA1, along with any supporting documentation if applicable, must be turned in by 5:00 p.m. on the Tuesday prior to the scheduled council meeting in which the item will be discussed. If an ordinance or resolution is the subject matter, it must be attached. For CA1 allows the sponsor to indicate his/her recommendation and background information.

In an effort to allow a reasonable amount of time for legal review, research and discussion, proposed ordinances and resolutions must be placed on the agenda as a discussion item and then on a future agenda as an action item.

5. **Decorum and Order**

The Chair shall preserve decorum and order. The Chair shall also decide all questions of order subject to the unanimous decision of the Council otherwise.

- A. Council members shall preserve order and decorum at meetings and shall not delay or interrupt the proceedings or disregard the orders of the presiding officer or the Council Rules.
- B. A Council member wishing to speak shall address the Chair. If the Chair recognizes the Council member, he/she shall confine their remarks to the question or issue under debate. Council members shall make best efforts to be courteous and professional, and to refrain from rude and derogatory remarks, reflections, abusive comments, and statements related to motive, personality, or integrity. The public shall also do the same.
- C. A Council member or citizen wishing to question or remark to the administrative staff shall address the Mayor when appropriate. The Mayor will either respond or designate a staff member to respond. Remarks shall not be directed to an individual City employee. The Mayor shall have the right to speak on any matter under consideration.

6. **Citizen Comment Period**

A time during the initial portion of the regular Council meetings, unless otherwise designated, shall be reserved for a citizens' comment period. The Council may limit the time allowed for this period. During this time, anyone may address the Council on any subject. However, comments will not be received during this time for subjects that will be addressed during a public hearing during the same meeting.

A. This comment time is limited to three (3) minutes per person. Those wishing to be heard shall seek recognition from the Chair. Once recognized, the citizen will come to the front, if able, and shall state his/her name and address for the record. All remarks shall be addressed to the entire Council or Mayor. Only the recognized citizen and the Council members may discuss the subject issue.

B. Public comment during meetings is only appropriate and allowed during the designated Citizen's Comment Period of the meeting, as well as that portion of the meeting designated as a 'Public Hearing.'

7. **Council Business**

A. **MOTIONS:** All Council decisions shall be made by motion. Submitting a motion is a request for action made to the other Council members. Any Council member may move or submit a motion to the other Council members on any item being discussed by the Council. Before submitting the motion, the moving Council member shall seek recognition from the Chair. Once recognized, the moving Council member shall clearly state the substance of the motion as briefly as possible. The Chair shall then repeat the motion or ask the recorder for a restatement and then ask for a second on the motion. Any Council member, other than the one who submitted the motion, may provide the second. After receiving the second, if any, the Chair shall ask for discussion before a vote on the motion. Those supporting the motion shall state "aye", all others shall state "nay."

B. **AMENDMENTS:** Any Council member may amend motions. The process of amendment shall follow the process as set forth above. However, an amendment must be submitted to the Council prior to final consideration of the original motion.

8. **Severability**

The invalidation of any portion of this resolution by any court of competent jurisdiction shall not affect the remaining portions of the resolution, and the same shall continue in full force and effect. Moreover, this resolution is not meant to be exhaustive and shall be controlled by State law where it is silent.

9. **Procedures in Absence of Rule**

In the absence of Council rule governing procedure or order *Robert's Rule of Order* shall prevail.

10. Anonymous Communications

Unsigned or anonymous communications will not be introduced.

11. Dissents and Protests

A member shall have the right to dissent from or protest against a Council ordinance or resolution and have the reason entered into record. The dissent or protest must be filed in writing and presented to the council not later than the subsequent regular meeting following the ordinance or resolution passage.

EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED this 20th day of day of April 2010

CITY OF WASHINGTON TERRACE

Mayor Mark C. Allen

ATTEST:

City Recorder Amy Rodriguez

ROLL CALL VOTE	AYE	NAY
Council Member Johnston	(absent)	_____
Council Member Jensen	<u> X </u>	_____
Council Member Monsen	<u> X </u>	_____
Council Member Shupe	<u> X </u>	_____
Council Member Vaughn	<u> X </u>	_____