



COUNCIL

POLICIES & PROCEDURES

CITY OF WEST JORDAN

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1 ORGANIZATION OF THE CITY COUNCIL

Members of the West Jordan City Council are elected to serve as legislative representatives for the community. The Council consists of seven members, with four representing specific municipal districts and three elected citywide (At-Large).

This City Council serves as a legislative body empowered by the State of Utah to establish local laws, develop policies, allocate funds, and oversee municipal administration (Utah Code § 10-3b-203; West Jordan Municipal Code § 2-3). Additionally, the Council operates as both the Redevelopment Agency (RDA) Board and the Municipal Building Authority (MBA) Board. These agencies are established under Utah law to facilitate development, redevelopment, and project financing.

Council members are tasked with the important responsibility of balancing the interests of residents with the overall needs of the city as a municipal entity. Council members can also initiate or co-sponsor legislative proposals through the council initiative process.

The Council aims to foster a robust working relationship with the Mayor and Administration, frequently coordinating efforts to address shared and urgent issues. Additionally, the Council exercises oversight, reviews administrative actions, and conducts investigations when needed. Correspondence between Council members and staff of the Administration is directed to either the Mayor or the Chief Administrative Officer (CAO).

1.1 RULE AUTHORITY

- A. These Policies and Procedures (“Rules”) consist of the rules regulating the business of the Council and the conduct of its members, staff, and committees as provided in West Jordan City Code §[1-6-8](#).
- B. Should there be an inconsistency between Council Rules and the West Jordan City Code, the West Jordan City Code prevails. However, in the case that West Jordan City Code is inconsistent with Utah State Code, then Utah State Code prevails. The City of West Jordan is a political subdivision of the State of Utah as outlined in Utah State Code §[10-1-201](#).
- C. Council Rules may be suspended in regular meetings, special meetings, or Committee of the Whole meetings by a 2/3 vote of the body pursuant to West Jordan City Code §[1-6-8](#)(B)
- D. The City Council adopts a modified version of Robert’s Rules using “Robert’s Rules of Order - In Brief Updated 3rd Edition.”

2 CITY COUNCIL MEETINGS – GENERAL INFORMATION

2.1 SCHEDULING OF MEETINGS

- A. The Council shall meet in accordance with West Jordan City Code §[1-13-1](#)
- B. With the assistance of Council Staff, the Council will create a calendar of when meetings will occur prior to the new year in accordance with Utah Code §[52-4-202](#)(2)(a) and Utah Code §[10-3-502](#).
- C. The calendar shall also feature holidays, relevant conferences, and when the Utah State Legislature legislative session commences and concludes.
- D. The Council shall also schedule Committee of the Whole Meetings, any annual budget and policy retreats, and meetings that relate to budgeting processes.

2.2 REGULAR COUNCIL MEETINGS

- A. Regular and Special Council Meetings are outlined in Utah Code §[10-3-502\(1\)](#) and the City Council will comply with state law.
- B. The City Council shall hold at minimum, one regular Council Meeting per month as outlined in Utah Code §[10-3-502\(1\)\(b\)](#) and West Jordan City Code §[1-13-1\(A\)](#).
- C. Actions taken during a Council Meeting may include:
 - i. approving an item;
 - ii. rejecting an item by an explicit motion to reject, or as the result of a failed motion to approve;
 - iii. continuing an item to a future specified date;
 - iv. moving an item to an unspecified date after:
 - a. considering the validity of the current legal notice; and
 - b. checking with staff to determine whether there may be other consequences to moving an item to an unspecified date;
 - v. referring an item back to a Committee of the Whole, Council Subcommittee, or an Ad Hoc Committee; and
 - vi. referring an item back to Council Staff or Administrative Staff with a designated “report back to Council” date that either;
 - vii. grants Council Staff an adequate amount of time to research the item and provide relevant solutions or data, if the issue is referred to Council Staff; or
 - viii. is congruent with a timeline assigned by the administrative branch, if the issue is referred to the administrative branch and the administrative branch is willing to assign staff members to the issue.
- D. Council Meetings are subject to the rules defined in Rule 3.

2.3 SPECIAL MEETINGS OF THE COUNCIL

- A. Special Meetings of the Council may be ordered by any two Council Members or the Mayor, as outlined in Utah Code §[10-3-502](#)(2).
- B. Special Meetings of the Council are subject to the rules defined in Part 2, Meeting Procedures.

2.4 COMMITTEE OF THE WHOLE MEETINGS

- A. Committee of the Whole Meetings are a less formal avenue for discussion among Council Members, the Mayor, and City Staff and are therefore not subject to Part 2, Meeting Procedures.
- B. A Committee of the Whole Meeting shall not be considered a “regular Council meeting” as defined in Utah Code §[10-3-502](#)(1).
- C. A Committee of the Whole Meeting shall not be considered a “special meeting of the council” as defined in Utah Code §[10-3-502](#)(2).
- D. Dates of Committee of the Whole Meetings will be held at dates and times set by the body of the City Council.
- E. Committee of the Whole Meetings inclusive of elected officials from other governing bodies will be scheduled by Council Leadership.
- F. Committee of the Whole Meetings shall be legally noticed and must list all topics proposed for discussion and action on a regular meeting agenda.
- G. In a Committee of the Whole Meeting, the Council may complete the following procedural items:
 - i. move an item forward to a future Council Meeting for consideration and possible final action;
 - ii. keep an item on the agenda or continue an item for a future Committee of the Whole Meeting;
 - iii. refer an item, if appropriate, to the Planning Commission for further review;
 - iv. refer an item to a Council Subcommittee for study, usually with a specific report date;
 - v. table an item indefinitely; or
 - vi. make requests of Council Staff, Administrative Staff, or the mayor for information by way of four agreeing Council Members.

2.5 COUNCIL SUBCOMMITTEE MEETINGS

- A. Council Subcommittees are formed under the procedures designated in West Jordan City Code §[1-6-13](#)(B)(2) and governed under Council Policies and Procedures.
- B. These rules are intended to serve as policies to help administer subsection (C).
- C. Council subcommittees MAY:
 - i. conduct policy and audit reviews;
 - ii. serve as discussion vehicles to assist the Council in examining issues that may come before it in greater depth and detail;
 - iii. develop recommendations for consideration by the full Council body;
 - iv. allow for flexibility in discussions and in-depth review;
 - v. enhance communication between the Council and City staff at the early phase of the development of significant items affecting public policy questions; and
 - vi. obtain early feedback from members of the Council on issues affecting public policy before their presentation, as necessary, to the full Council.

- D. Council subcommittees SHALL NOT:
 - i. speak on behalf of the entire Council;
 - ii. prevent an item from coming before the full Council body; nor
 - iii. make decisions that bind the city, the City Council, or the mayor.
- E. City Council Standing Committees are designated under West Jordan City Code §[1-6-13](#)(B)(2).
- F. Any two members of the Council Subcommittee may call for a subcommittee meeting.

3 CITY COUNCIL MEETINGS – ORDER & PROCEDURE

3.1 MODIFIED ROBERTS RULES AND DISCUSSION RULES

- A. The Council has adopted the simplified parliamentary procedures shown in the Appendix E.
- B. Under these simplified rules:
 - i. the Council Chair is the presiding officer;
 - a. if the Council Chair is incapable or absent, then the Council Vice Chair shall become the presiding officer;
 - b. if the Council Chair and Council Vice Chair are anticipated to be unable to preside, the Council Past-Chair will serve as the acting chair; or
 - c. if the Council Chair, Council Vice Chair, and Council Past-Chair are incapable or absent and no acting chair was appointed prior to the meeting, the Council Members present shall appoint an acting chair for the meeting.
 - ii. the Council Office Director, or a Council Member designated by the Council by a majority vote, is the parliamentarian;
 - iii. Council Members who have not spoken on a particular issue may be prioritized over those who have already spoken on the issue.
 - iv. The Council member who made a motion has priority to speak first on the issue.
- C. The parliamentarian may:
 - i. at the request of the presiding officer;
 - a. help respond to points of order and parliamentary inquiries; and
 - b. give an explanation of the rules directly to the assembly.
 - ii. call the attention of the presiding officer to something if it has been accomplished out of order.
- D. Other actions that may be accomplished by Council Members as part of meeting procedures include:
 - i. obtaining the floor by gaining recognition from the presiding officer, which allows the Council Member to:
 - a. give comments or ask questions to fellow members of the Council, Council Staff, or Administrative Staff on the issue before the Council; and
 - b. undertake subsection (D)(a)(i) without cross-exchanges occurring between Council Members and members of the public; unless:
 - 1. a point of order is appropriate;
 - 2. personal privilege is in order; or

- 3. recognition is withdrawn by the presiding officer.
 - ii. having the opportunity to speak once on a topic before another Council Member is granted the opportunity to speak on a topic for the second time;
 - iii. postponing a matter with a motion and vote of the body to postpone the matter indefinitely or to a time and date certain;
 - iv. refusing to state reasons for a dissenting vote, known as a right to protest; or
 - v. voting as described in Rule 3.2.
- E. Speakers should appropriately gain recognition from the chair before addressing the Council.

3.2 VOTING PROCEDURES

- A. On matters requiring a vote from the Council Body, the presiding officer will call for the vote, and present Council Members may:
 - i. cast an affirmative vote;
 - ii. cast a negative vote; or
 - iii. abstain from voting.
- B. Each ordinance, resolution, or action that would create a liability against the City, or upon the request of any Council Member, shall be acted upon by a roll call vote of each Council Member.
- C. Every resolution or ordinance shall be in writing before the vote is taken and the number of required votes to approve or reject every ordinance or resolution shall be established by state law, including:
 - i. not less than the minimum votes required by Utah Code §[10-3-507](#) as amended or its successor provision; or
 - ii. a super majority vote, if mandated by State law.
- D. Matters not requiring a “roll call” vote may be acted upon by the presiding officer declaring a consensus, in his/her discretion unless the vote occurs electronically and one of those votes is negative, in which case a roll call vote will be performed.
- E. The presiding officer may call for a collective vote of the Council, as affirmative or negative vote.
- F. A tie vote is equivalent to a vote that has failed (Utah Code §[10-3-507\(2\)\(a\)](#)).
- G. All actions and votes of the Council shall be recorded by Council Staff or by an Executive staff member approved by the Mayor or Chief Administrative Officer upon request from the Council Office Director.

3.3 RECONSIDERATION

- A. For an action of the Council to be reconsidered, a motion for reconsideration shall be made in a regular council meeting by:
 - i. a member of the prevailing majority, within two regular meetings of the original action:
or,
 - ii. a member who was absent during the Council Meeting where the original action was taken at the first regular meeting when the member is again present.

- B. A council action may also be reconsidered if the Council, by an affirmative majority vote in a regular council meeting, determines that significant new information has arisen within one (1) year of the original decision that warrants reevaluation of the original action.
- C. If a motion for reconsideration was properly made and passed by a majority vote of the City Council as set forth in Paragraphs (A) or (B) above, any member of the Council may make a motion seeking an alternate outcome of the action being reconsidered. If such a motion fails, the original action shall remain in place.

3.4 CONFLICTS OF INTEREST

- A. If a Council Member has a conflict of interest as defined in State or City law, that Council Member shall disclose the conflict consistent with Utah Code §[10-3-1301, et seq.](#), Municipal Officer's and Employees' Ethics Act, which is considered the minimum standard for conflicts of interest.
- B. Council Members should abstain from voting on a matter and avoid participating in the discussion of any item before the Council for which their participation may violate the Municipal Officers' and Employees' Ethics Act or the ethics requirements in City Code.
- C. The conflicted Council Member shall not knowingly influence, lobby, or address the matter with Council Members or staff before disclosing the conflict.

3.5 PUBLIC COMMENT

- A. Interested persons who desire to address comments to the Council during public comment periods may be recognized by the presiding officer, either through a pre-submitted "request to speak" form, through the raise of hand, or approaching the podium.
- B. Speakers attending in-person will be heard prior to those attending remotely and/or via phone.
- C. Each speaker shall use a microphone when available and within their comments clearly state their name and city of residence.
- D. The Council may allow up to three (3) minutes for each person who addresses the Council. Reducing time for each commentator to address the council may be done by a majority vote of the council.
- E. Individuals participating in the public comment may not display information on monitors.
- F. Printed materials are permitted and must be provided to Council Staff.
 - i. Council Staff will distribute the materials to Council Members.
- G. With the vote of the majority of the City Council, the Council Chair may set a cumulative time limit for public comment before or during the public comment period.
 - i. Reducing time for public comment or closing public comment periods while there are still members of the public wishing to speak requires a vote of the majority of the present council members.
- H. Individuals may only address the Council once per topic.
 - i. Any additional comments may otherwise be submitted via email to councilcomments@westjordan.utah.gov

3.6 REMOVAL DUE TO DISORDERLY CONDUCT

- A. Individuals who exceed the time allotted for public comment as defined in Rule 3.5 or are otherwise disorderly may be expelled by the Council upon a two-thirds majority vote, as provided in Utah Code §[10-3-608](#).
- B. These rules do not limit or preclude an individual from being arrested, cited, or subject to police action for a violation of law.
- C. Applause, booing, or other similar rude, boisterous, or profane behavior that disrupts the Council meeting from individuals during the meeting when they are not recognized by the presiding officer is out of order and may constitute disruptive behavior or render an individual a disorderly person and subject to removal and other lawful sanctions.
- D. Individuals that are not recognized by the presiding officer who applaud, boo or engage in rude, boisterous, or profane behavior that disrupts the Council meeting will be called to order by the Council Chair and the Council Chair or another Council Member may call a recess, request a vote on removing such disorderly person(s) from the Council Chambers, adjourn the meeting, or take such other action as permitted by law.
- E. The Police Chief or his/her designee is the Sergeant-at-Arms.

3.7 NON-VOTING ITEMS

- A. Non-voting items are agenda items that usually do not end with a vote; rather the Council will move on to the next item.
- B. However, Council Members may make motions that require a vote, such as requesting an item be studied in further depth, limiting debate, or limiting comment.
- C. Non-voting items include:
 - i. Call to Order;
 - ii. Pledge of Allegiance;
 - iii. Special Recognitions;
 - iv. Public Comment; and
 - v. Reports from Mayor, CAO, Council Members, etc.

3.8 VOTING ITEMS

- A. Voting items are agenda items that usually end with a vote to approve or deny an action listed on the agenda.
- B. However, Council Members may make other motions as explained in Rule 2.2.
- C. Voting items include:
 - i. Public Hearings;
 - ii. Business Items; and
 - iii. Consent Items.

3.9 INFORMATIONAL ITEMS

- A. Informational items are agenda items that help the Council, and the public prepare for future agenda items and may not be addressed directly within a Council Meeting.

- B. Informational items also help the Council and public keep track of topics that have been discussed and may be returning to the agenda.
- C. Informational items include (but are not limited to):
 - i. New Business Items;
 - ii. Unfinished Business; and
 - iii. Upcoming City Council Meetings; and/or
 - iv. Administrative Items.

4 CITY COUNCIL MEETINGS – LOGISTICS & AGENDA ITEMS

4.1 ATTENDANCE OF MEMBERS

- A. Council Members are expected to attend all regularly scheduled City Council meetings, Committee of the Whole Meetings, and any Special meetings as reasonably practicable. In person attendance of Council Members at such meetings is preferred.
 - i. Remote/electronic attendance is encouraged when a Council Member's in person attendance is not feasible.
- B. Anticipated absences shall be communicated to the Council Office Director and Council Chair in advance or as soon as a Council Member recognizes they have a conflict.
- C. To participate remotely/electronically in a meeting, a Council Member shall attempt to provide advance notice to the Council Chair and the Council Director (or the Council Director's designee) at least 24-hours prior to the meeting.
- D. A quorum of the city council for Open Public Meetings Act (OPMA) purposes is defined as four or more members participating in a meeting, whether in person, electronic, or a combination of both.
 - i. Council members attending in person are visually seen entering and exiting the meeting and their attendance can be noted by the Council Staff for minutes.
 - ii. Council member(s) attending electronically shall remain active participants in the meeting.
 - a. If a Council Member attending electronically must step away, either momentarily or for the duration of the meeting, the Council Staff and Council Chair must be immediately notified both upon the Council Member's exit and re-entry.
 - iii. Council Members participating electronically, are encouraged to leave their cameras on.
 - iv. If technical or environmental issues prevent a Council Member from maintaining their camera on, Council Members are permitted to turn off their camera but should remain an active participant in the meeting and notify the Council Chair and Council Office Director of the issue.
- E. If the presiding officer is participating remotely/electronically, but four (4) or more Council Members are present at an anchor location, the presiding officer defined in West Jordan City Code §§[1-6-10](#)(E) shall Chair the meeting.

4.2 SEATING

- A. The Council Chair is traditionally seated in the center position on the dais for convenience in facilitating the meeting.
- B. The Council Vice Chair and Council Past-Chair are traditionally seated immediately next to the Council Chair for convenience in facilitating the meeting.
- C. The Council Office Director, with the consultation of individual Council Members, may establish and maintain seating arrangements for the other Council members.

4.3 SIGNING DOCUMENTS

- A. The Council Chair shall sign all ordinances, resolutions, contracts, and other documents adopted by the City Council requiring an official signature.
- B. If the Council Chair is unavailable, the Vice Chair may sign documents listed in subsection (A).
- C. If the Council Chair and Vice Chair are unavailable, the Council Past-Chair may sign documents listed in subsection (A).
- D. If members of Council Leadership are unavailable, any willing Council Member who was present at the Council meeting where the City Council adopted the ordinance, resolution, contract, or other document may sign on behalf of the City Council.

4.4 COMMUNICATION DEVICES

- A. Individuals attending a Council Meeting or Committee of the Whole shall turn off audible notification features of electronic devices while meetings are in session.
- B. Pursuant to Utah Code §[10-3-608](#), an individual who violates these provisions shall be considered as disorderly and may be removed from the meeting upon a two-thirds majority vote of the Council present.

4.5 ELECTRONIC MEETINGS

- A. Utah State Code §[52-4-207](#) and West Jordan City Code §[1-13-1](#) authorizes the City Council to hold meetings electronically when properly noticed.
- B. To participate in electronic meetings, or participate electronically in a meeting, Council Members must be able to:
 - i. simultaneously and openly communicate with all other members; and
 - ii. hear communication from fellow Council Members, Council Staff, Administrative Staff, and members of the Public.

4.6 CLOSED MEETINGS

- A. Under Utah Code §[52-4-201](#), state law requires that every meeting of a municipal legislative body remain open to the public unless it is lawfully closed.
- B. No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting.

- C. The reasons for holding a closed meeting and the vote, either for or against the proposition to close a meeting, must be cast by roll call vote of each Council Member and be entered in the meeting minutes.
- D. A meeting may only be closed for one of the reasons listed in Utah Code [§52-4-205](#).
- E. The City will keep records of closed meetings in the manner required by Utah Code [§52-4-206](#).
- F. If the Council closes a meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, the person presiding over the closed meeting must sign a sworn statement affirming that the meeting was closed for one of these sole purposes and an audio recording is not made.
- G. If the Council closes a meeting for any other purpose, the Council shall either audio record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portion of the meeting.
- H. Closed meeting discussions are considered a protected record under Utah Code [§63G-2-305](#), must remain confidential and not be disclosed.
- I. Council Members or attendees shall NOT disclose confidential information or use such information for the attendee's or another's gain or benefit.
- J. Any person who knowingly or intentionally violates the duty of nondisclosure or knowingly and intentionally helps or advises another to violate the duty of nondisclosure is guilty of a class B misdemeanor under Utah Code [§52-4-305](#).

4.7 COUNCIL MEETING AGENDAS

- A. Council Meeting agendas are developed from a variety of sources including but not limited to:
 - i. the interest of the Council body;
 - ii. individual Council Member interest, with a second sponsoring Council Member;
 - iii. third-party applications requiring Council approval;
 - iv. needs of the administrative body; and
 - v. collaborative efforts between administration and the Council body.
- B. The Meeting Agenda may have, but is not limited to the following items:
 - i. Non-Voting Items;
 - ii. Call to Order;
 - iii. Pledge of Allegiance;
 - iv. Special Recognitions;
 - v. Public Comment;
 - vi. Reports from Mayor, CAO, Council Members, etc.;
 - vii. Public Hearings;
 - viii. Business Items;
 - ix. Consent Items;
 - x. City Council Reports/Remarks;
 - xi. Administrative Items;
 - xii. New Business;
 - xiii. Unfinished Business; and
 - xiv. Closed Meetings.

- C. The process for Agenda organization, creation, and publication follows the procedures outlined in Rule 9.

4.8 PUBLIC HEARINGS

- A. The West Jordan City Council encourages input from the public as outlined in Utah law and West Jordan City Code
- B. A public hearing is required for every land use regulation, general plan related issue, budgetary issues, and most recommendations from the Planning Commission; these mandatory hearings include, but are not limited to:
 - i. zoning changes, see Utah Code [§10-9a-205](#);
 - ii. General Plan approval or modification, see Utah Code [§10-9a-404](#);
 - iii. subdivision ordinance amendments, see Utah Code [§10-9a-205](#);
 - iv. municipal disconnections, see Utah Code [§10-2-502.5](#);
 - v. annexations; see Utah Code [§10-2-415](#);
 - vi. bonds, see Utah Code [§11-14-318](#);
 - vii. Community Development projects, see Utah Code [§17C-4-102](#);
 - viii. adoption of the annual budget, or any subsequent changes to the budget, see Utah Code [§10-6-113,114](#);
 - ix. renaming of City streets, see West Jordan Code [§7-5-2](#); and
 - x. fee waivers, see West Jordan City Code [§7-5-3](#) and Utah Code [§17B-1-643](#).
- C. Procedures for public hearings can be found in Rule 4.9.
- D. After a public hearing is held, the City Council may:
 - i. act in the same meeting;
 - ii. continue the item to a future Council agenda for further consideration;
 - iii. postpone the ordinance relating to the public hearing indefinitely or to a certain time as determined by vote of the City Council.
 - iv. take other permissible action, as outlined in Rule 2.2.
- E. City Staff will properly publish and mail all Public Hearing Notices as provided in the respective Utah Code and/or the City Code sections relating to the topic of the public hearing.

4.9 PUBLIC HEARING PROCESS

- A. The presiding officer shall make efforts to ensure public hearings are conducted in an efficient and orderly manner.
- B. The Council, by majority vote, may modify and adapt the public hearing so long as it complies with Utah Code and West Jordan City Code.
- C. The preferred process for conducting the public hearing is as follows:
 - i. the applicant or their designee may address the Council when applicable, and:
 - a. the length of time for the Applicant to address the Council may be limited to a time frame determined by the presiding officer;
 - b. the Applicant generally will not be permitted to share their screen, either from the lectern or if participating remotely.

- c. if using a PowerPoint presentation (or similar), or if seeking show images, maps, or similar, the Applicant must provide these documents to the Council Office prior to the meeting.
 - 1. The presentation and/or documentation will be included as part of the meeting's master PowerPoint presentation.
 - 2. Applicant may be provided a wireless presenter remote to help with the flow of their presentation.
 - d. if attending remotely, Applicant may be permitted to a "presenter" or "panelist" role, being able to speak as needed.
 - e. the Applicant may not add information that was not included in the packet provided to the Council;
 - ii. staff may provide a short follow up analysis regarding the project, if applicable;
 - iii. the Council may ask clarifying questions of staff or the applicant;
 - iv. the Public Hearing shall be opened for public comment;
 - a. Refer to Rule 3.5 for Public Comment procedures and guidelines
 - v. the public hearing shall be closed;
 - vi. the Council may provide the applicant a final opportunity to address the Council for a duration specified by the Council Chair to respond to items raised during the Public Hearing;
 - vii. the presiding officer may summarize questions for the Applicant to aid in focus and clarity, but this should not be considered extra presentation time for the Applicant;
 - viii. the Council may deliberate the proposed request without input from the applicant, public, or staff.
- D. If the presiding officer determines that a large number of persons wish to speak on a single issue the presiding officer may:
 - i. take a poll of those wishing to speak for or against an issue, in determining how many individuals or spokespersons to accommodate;
 - ii. may alternate a pro speaker with a con speaker.
 - iii. request a spokesperson(s) to represent groups of interested citizens to facilitate the efficient and effective use of the limited time available at the meeting; and
 - iv. request audience members to submit written materials or comments through the Council Office, either before or at the time of the meeting at which the subject matter will be addressed.
- E. If written comments or supplementary materials are submitted during a public hearing, the Council may postpone consideration of the agenda item pending an opportunity to review the written submissions.

5 COUNCIL TO PUBLIC COMMUNICATION

5.1 COMMUNICATING WITH RESIDENTS

- A. When residents contact Council Members for assistance on an issue outside the Council Member's Council district or because the Council Member is elected "at large", the Council Member may:
 - i. refer the constituent to the Council Member who represents the resident's district;
 - ii. choose to assist the constituent and give a courtesy notification to the Council Member who represents the constituent, as soon as is reasonably possible;
 - iii. refer the constituent to the appropriate City Department for further assistance; and/or
 - iv. inform the Council Office Director of the issue for follow up or coordination of assignments, when appropriate.
- B. Emails sent to the "council comments" email address will receive a response from council staff indicating that:
 - i. the whole Council Body has received their email; and
 - ii. that Council Members may choose to respond to their email individually;
 - iii. include pertinent information as necessary; and
 - iv. additional information from other departments has been requested, if applicable
- C. Council Staff will carbon copy the Council body on the email response.
- D. Council Members do not need to wait for the staff response listed in subsection (B) before responding to "council comment" emails in a manner that complies with subsection (A).
- E. Council Members do not need to wait for the staff response before responding to "council comment" voicemails.
- F. Council Members may also choose to interact with residents on various social media platforms and channels, but should:
 - i. emphasize that their opinions are not reflective of the City or Council Body as a whole; and
 - ii. help direct residents to City resources that could be helpful on various issues.
- G. Policies regarding the City Council social media accounts may be found under Rule 7.5.

5.2 COMMUNICATING WITH PRESS

- A. The Council Chair is the official spokesperson for the City Council on items the Council has voted on and represents the Council to the news media for legislative matters.
- B. Individual Council Members may meet with media representatives or media editorial boards; however, individual Council Members who meet with media representatives or media editorial boards shall make it clear that the opinions presented are their own by indicating that they are speaking on their own behalf, rather than on behalf of the City or the full Council body.
- C. When a media representative contacts the Council to request an interview with a Council Member on an issue that relates to the entire Council, the media representative should be directed to the Council Chair unless the Chair is unavailable then the media representative will be directed to:

- i. the Vice Chair; or
 - ii. if the Vice Chair is unavailable, the Council Past Chair.
- D. Council Staff may prepare material and information to assist Council Members with media requests pertaining to City and legislative issues.

6 ELECTIONS, COUNCIL TRANSITION, OATH OF OFFICE, SUBCOMMITTEE POWERS

6.1 ELECTIONS

- A. To ensure appropriate separation between Council staff and Council Member campaigns, during municipal elections, the Council staff shall remain removed from the municipal election process.
- B. Council staff shall refer calls and emails about the election directly to the City Election Officer unless information is readily available to immediately answer the request.
- C. Calls or emails relating to specific campaign events will be forwarded to the candidate or the candidate's designee.
- D. Council staff shall not engage in any election West Jordan City municipal election campaign related activities while fulfilling their duties as a city employee.
- E. Council Staff may participate in new candidate orientation training under the direction of the City Election Officer.

6.2 COUNCIL TRANSITION PHASE

- A. The period between the November Board of Canvass meeting and the first Monday of January is considered to be the "Council Transition Phase."
- B. During the Council Transition Phase, the Council Member(s)-Elect shall:
 - i. be contacted and welcomed by the Council Chair and/or Council Office Director on the first business day following the Board of Canvass meeting;
 - ii. be invited, as an observer, to attend:
 - a. all regular Council Meetings; and
 - b. Committee of the Whole meetings.
 - iii. receive agenda transmittals and related agenda documents from Council Staff;
 - iv. receive copies of routine mail and other materials sent to the Council body from Council Staff;
 - v. prior to the first scheduled meeting in January, receive technology to assist in their duties as a Council Member; and
 - vi. attend a Council Member-elect training hosted by Council Staff and up to three (3) Council Members prior to January.
- C. Council Staff will be available to Council Member(s)-elect for assistance with various intermediary tasks, such as drafting a council members biography, providing and collecting needed personnel forms, scheduling orientation meetings as requested, scheduling photography sessions and ordering any needed supplies.
- D. During the Council Transition Phase, the out-going Council Member(s) shall:
 - i. prior to noon on the day of the Oath of Office Ceremony, deliver any City-owned equipment to the Council Office Director, including:
 - a. computers and any City-purchased peripherals and accessories;

- b. printers;
 - c. software;
 - d. cell phones;
 - e. office keys;
 - f. desk keys; and
 - g. official City identification (badges, etc.); and
 - h. no longer be eligible to participate in Council travel between the time of the Board of Canvass meeting and the Oath of Office ceremony unless:
 - 1. the Council Member secures consent by a majority vote of the City Council in a public meeting, before requesting travel arrangements; or
 - 2. the Council Member is attending final sessions of external committee meetings on which the Council Member was the sole Council Member who actively participated while in office or for other good cause shown.
- E. Outgoing Council Members may be recognized in December prior to their term ending.

6.3 OATH OF OFFICE

- A. The Oath of Office Ceremony shall be coordinated with the Council Office Director and City Election Officer in January after an election year.
- B. Regardless of when the Oath of Office Ceremony is held, the newly elected officials term officially begins at noon on the first Monday in January following an election per Utah Code [§10-3-201\(2\)](#).
- C. The Oath of Office shall be administered to those elected in alphabetical order. Following the administration of the oath of office to newly elected council members, the oath of office shall be administered to the mayor.

6.4 ELECTION OF COUNCIL LEADERSHIP

- A. The City Council has elected a Council Leadership process as reflected in Appendix B.

6.5 FILLING A VACANCY ON THE CITY COUNCIL

- A. If any vacancy occurs on the City Council, the process prescribed in Utah Code [§20A-1-510](#), or its successor provisions, shall be followed.

6.6 ESTABLISHMENT OF SUBCOMMITTEES

- A. The following committees have been established by the city council:
 - i. Committee on Utility Rates and Enterprise Funds;
 - ii. Committee on Mayoral Appointments;
 - iii. Committee on Budget and Audit (required);
 - iv. Committee for General Plan;
 - v. Committee on Council Rules; and
 - vi. Committee on Land Use.
- B. Temporary committees may be created for individual projects or purposes.

7 COUNCIL OFFICE PROCEDURES

7.1 COUNCIL AND COUNCIL STAFF COMMUNICATION

- A. Because City Council policy is implemented through professional staff, it is critical that the relationship between Council and staff be well understood by all parties so City policies and programs may be implemented successfully.
- B. Two (2) Council Members may direct the Council Office Director to investigate policy or budget issues and assist the Council in matters that fall within the scope of the Council's powers; however, if the issue or matter will place a burden on Council Staff that is greater than sixty (60) minutes, the Council Office Director may request that the direction be given by four (4) Council Members.
- C. Direction given pursuant to subsection (B) should not be interpreted as a favorable official vote on the issue or matter of interest; rather, an expression of support in expending Council staff resources.
- D. Council Members shall avoid directing members of Council Staff under the Council Office Director, as it is the Council Office Director's charge to supervise members of Council Staff.
- E. The Council may make requests to department heads but cannot direct department heads per Utah Code §[10-3b-203\(1\)\(c\)](#).
 - i. Council Member should include the mayor, CAO, and council office director as a CC in any email request to department heads.

7.2 COUNCIL STAFF TO COUNCIL COMMUNICATION

- A. Council Staff shall update the Council on upcoming events via calendar invitation.
- B. Council Staff shall notify the Council when agendas have been posted to the Agenda Management System.
- C. Council Staff shall update the Council on significant City issues in a timely manner.

7.3 COUNCIL TO COUNCIL COMMUNICATION

- A. Council Members are encouraged to reach out to one another on a variety of issues; however, Council Members should not create email, text chains, or meetings with more than three (3) Council Members, as four (4) Council Members constitutes a quorum.
- B. If a Council Member emails the entire Council Body, the message should be sent to the Council Members via Blind Carbon Copy.
- C. Council Members should avoid group texting the Council in its entirety, if the Council needs to be alerted of something by text, the Council Member wishing to convey a message should specify within the text that the update is informational only and that any response or question should not be raised in the group text does not necessitate a response.
- D. When required, the council staff shall publish a "Notice of Potential Quorum".

7.4 STAFF COMMUNICATION ON BEHALF OF COUNCIL

- A. The Council Director, or a staff member under the direction of the Council Director, will prepare messages on behalf of the Council for:
 - i. the West Jordan employee newsletter;
 - ii. the Council's various social media platforms;
 - iii. responses to constituents; and
 - iv. other communication requested by four (4) or more members of the Council.
- B. Communications that require some sort of Council approval include communications that require an expenditure of the Council's budget or communications requested by four (4) or more members of the Council.

7.5 COUNCIL SOCIAL MEDIA POLICIES

- A. The Council may operate and maintain social media accounts on the following platforms:
 - i. Facebook;
 - ii. X; and
 - iii. Instagram.
- B. The West Jordan City Council official social media accounts will be "public" and generally open for engagement by other users so long as the engagement follows the community standards of the respective platforms on which the account is operating.
- C. The social media accounts of the Council may "follow" all current council members who have an account on the platform, if applicable.
- D. The Council social media pages will not:
 - i. promote campaign materials or campaign events of current or prospective Council Members; nor
 - ii. promote opinions of individual Council Members on political topics.
- E. Council Members may share posts from the Council's and the City's social media pages.
- F. The Council Social Media pages may follow present Council Members and may follow former Council Members; however, the Council social media pages will not "like" any campaign content or personal opinions of Council Members, as the page represents the Council Body as a whole.

7.6 EVENTS AND INVITATIONS

- A. Should the Council Body receive a single piece of mail addressed to the entire Council, the Council Office shall scan the piece of mail and email it to the Council Body.
- B. Council Office staff shall also share other events Council Members may be interested in attending or find beneficial to completing their charge as the legislative body of the City.

7.7 SERVICE OF LEGAL DOCUMENTS

- A. Each Council Member will refer service of all legal documents to the City Attorney's Office.

8 COUNCIL TRAVEL, RETREAT, PHOTOGRAPHY, AND BENEFITS AND COMPENSATION

8.1 COUNCIL TRAVEL

- A. Subject to budget availability, Council Members are invited to travel to the following conferences and conventions related to City business:
 - i. National League of Cities – City Summit and Congressional City Conference;
 - ii. Utah League of Cities and Towns; Annual Meeting; and
 - iii. Utah League of Cities and Towns, Mid-Year Meeting.
- B. Council Staff will ask each Council Member during the annual budget process which conferences they intend to attend.
- C. Once Council members have indicated which conferences they intend to attend, the Council Staff will then prepare conference cost and travel estimates for inclusion in the Council Office travel budget.
- D. Should a Council Member want to attend a conference, convention or seminar not listed in subsection (A), Council Staff will ensure there is budget to accommodate the request.
- E. If a budget request is necessary, the Council Staff will prepare a notice on an agenda for Council consideration.
- F. (6) If the Council:
 - i. rejects the proposed travel outlined in subsection (D), or if appropriated funds are not available, the trip will not be scheduled, and the Council Member may attend at their own expense; or
 - ii. approves the proposed travel outlined in subsection (D), the Council Staff or the Council Member may arrange for the travel.

8.2 COUNCIL RETREAT

- A. The Council may schedule a strategic planning retreat each year and include the executive branch and other personnel, as needed, to discuss:
 - i. policy;
 - ii. goals;
 - iii. annual planning of agenda items;
 - iv. the City's budget; and
 - v. other issues of mutual interest and concern.
- B. During Council retreat, the Council should also review progress on past goals as they focus on future goals.

8.3 COUNCIL PHOTOS

- A. The Council will be photographed as a Body up to twice per election cycle, once right after the Oath of Office, and again during the following summer.

- B. Council Members should also be photographed as individuals once every two years.
- C. Council Members may use their individual digital photograph(s) for personal use.

8.4 COUNCIL BENEFITS AND COMPENSATION

- A. Per West Jordan Code §[1-4-1](#), Council Members will receive their compensation in the form of salary as set by the Council and designated in the annual budget and may opt into any benefits provided to fulltime employees.
- B. “Benefits” includes employment benefits relating to retirement and health insurance and technology allowance.
- C. Council Members may also receive in-kind benefits as defined in West Jordan City Code §[1-4-3](#).

9 SETTING AGENDAS FOR COUNCIL MEETINGS

9.1 AGENDA PUBLICATION

- A. Agendas and revised agendas for regular council meetings shall be posted at least 24 hours in advance to meet Utah State Code §[52-4-202](#).
- B. Council Staff will aim to publish regular meeting agendas 7-days prior to a scheduled Council Meeting date as defined in Rule 2.

9.2 Submitting Agenda Items

- A. Executive and Council Staff shall use an agenda management system to organize materials and assemble item packets for Council Meeting agendas.
- B. A packet should include a Request for Council Action form, which serves as the transmittal form for the packet.
- C. A completed Request for Council Action form should include:
 - i. requested meeting date;
 - ii. item deadline, if applicable;
 - iii. presenter;
 - iv. department sponsor;
 - v. where the item falls on the agenda;
 - vi. type of action requested of the council;
 - vii. time requested;
 - viii. agenda subject;
 - ix. executive summary;
 - x. time sensitivity;
 - xi. fiscal note; if applicable;
 - xii. department analysis;
 - xiii. planning commission recommendation; if applicable;
 - xiv. motion recommended;
 - xv. mayor recommendation; if applicable;

- xvi. a list of exceptions requested by the Applicant;
 - xvii. a list of the packet attachments; if applicable; and
 - xviii. other information, if applicable.
- D. Originators of materials are responsible for supervising their packet through the workflow designated by the Council Office staff, which includes the following steps in order;
 - i. review and consent by the originator's department head;
 - ii. review and consent by the City Attorney's office;
 - iii. review and consent by the Mayor or Chief Administrative Officer; and
 - iv. review and consent by the Council Office.
- E. Council Staff will ensure that agendas follow the Meeting Agenda Style Guide as outlined in Appendix A.
- F. In order for an item to be eligible for placement on a regular council meeting or committee of the whole agenda by Council Leadership, the packet must be considered sufficient and have undergone the process described in subsection (B) by 5 p.m. Mountain Standard Time two weeks prior to the scheduled meeting.
- G. The Council Body may alter the timeline for submission by voting to suspend the rules in a public meeting.
- H. Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council leadership, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

9.3 REMOVAL OF AGENDA ITEM

- A. Agenda items may be considered by the Council Chair and council leadership for addition or removal to any regular Council Meeting as long as Council Staff has time to post the revised agenda according to Utah State Code [§52-4-202](#); however, if the requestor of the item removal is:
 - i. a Council Member who sponsored the item, removal of the item must be approved by the Council Chair after consultation with the council leadership, or four Council Members;
 - ii. an administrative staff member who is responsible for the item, removal of the item must be approved by the presiding officer, or four Council Members; or
 - iii. an applicant who generated the item, removal of the item must be approved by the Council Chair after consultation with council leadership and must be before public hearing notices have been sent.
- B. If an agenda item was removed by request of an applicant prior to public notices being sent, the applicant must provide a new prospective Council Meeting date in which they would like to be heard.
- C. Should an applicant request a public hearing be removed from an agenda after public notices have been sent the Council may:
 - i. still hold the noticed public hearing;
 - ii. take formal action after holding the scheduled public hearing;

- iii. continue the public hearing to a future date; or
 - iv. take other action allowed under city or state code.
- D. Should the applicant refuse to request a new date, the application will be considered withdrawn.

9.4 CEREMONIAL RESOLUTIONS

- A. Resolutions of support, appreciation or recognition may be placed on the Council agenda at the request of the mayor or any two Council Members with the approval of Council Leadership.
- B. The Council was not elected to represent West Jordan residents on national and international matters and discourages resolutions that distract from the non-partisan, local control of West Jordan governance by the City Council.
- C. Resolutions considered to be extremely controversial (such as a censure of an individual) or outside the political oversight of the city council may require support of four members of the council to be considered for addition to an agenda.
- D. Resolutions shall go through the process defined in Rule 3.2.
- E. If a non-City organization requests that a resolution or ordinance be placed on the Council agenda, the Council Staff will notify members of the city council of the organization's request for a Council sponsor.

10 SETTING AGENDAS FOR OTHER MEETINGS

10.1 COMMITTEE OF THE WHOLE AGENDAS

- A. Administrative and Council Staff shall use an agenda management system to organize materials and assemble item packets for Committee of the Whole Agendas.
- B. A packet should include a Request for Council Action form, which should include the information outlined in Rule 9.2.
- C. Under West Jordan City Code [§1-6-10](#), the Council Chair, in consultation with council vice-chair, shall set the agenda for and conduct all meetings of the council as a whole, subject to council rules.

10.2 SPECIAL COUNCIL MEETING AGENDAS

- A. The Special Council meeting agenda shall be set by and conducted by the members of the Council who called the special meeting, unless the meeting was called by the mayor.
- B. If the Special Council Meeting was called by the Mayor, the Mayor shall set the agenda; however, the Council Chair, or the Chair's designee shall chair the special meeting.
- C. Administrative and Council Staff shall use an agenda management system to organize materials for special council meeting agendas; however, staff is not subject to creating an RCA or timelines specified in Rule 9.2.

10.3 COUNCIL SUBCOMMITTEE AGENDA

- A. Administrative and Council Staff should use an agenda management system to organize materials for subcommittee agendas; however, staff is not subject to creating an RCA or timelines specified in Rule 9.2.
 - B. The Council Subcommittee Chair shall, in consultation with subcommittee vice-chair, set the agenda for and conduct the subcommittee meeting unless the provisions in subsection (C) are met.
 - C. If the vice-chair and other subcommittee member call for the meeting, then the vice-chair, in consultation with the other subcommittee member, shall set the agenda for and conduct the subcommittee meeting.
-

Meeting Agenda Style Guide

Item Titles, Packet Order, etc.



Titles for Public Hearings, Business Items, or Discussion Topics

- Committee of the Whole
 1. Should begin with “Discussion” or “Presentation”, and
 2. Followed by a brief, concise summary of the item or topic
 - i.e., *“Discussion of Proposed Amendments to Title 16”*
- City Council, FES, or RDA
 1. Should begin with “Ordinance” or “Resolution” and the respective number, and
 2. Followed by a brief, concise summary of the item or topic
 - i.e., *“Resolution No. 24-037 Copper Rim Phase 3B Deferral Agreement”*

Order of Items in PrimeGov Packet

1. Request for Council Action form (RCA)
2. Council Staff Report (CSR)
 - a. *Not provided for items where the RCA is sponsored or initiated by the City Council/Council Office*
3. Ordinance/Resolution
4. Other reference attachments as applicable:
 - a. Land Use Items
 - i. Staff Report
 - ii. Maps, concept plans, etc.
 - b. Code Change
 - i. Redlined/Legislative Version
 - ii. Clean Version
 - c. Advice and Consent
 - i. Resume
 - ii. City Application
 - iii. Application process
 1. i.e., number of applicants, number of interviews, etc.
 - d. Public Hearing notice
 - e. Minutes from previous meetings

PrimeGov Packet Attachment & Reference Items

1. Attachments are items directly relating to the item and should be titled within the PrimeGov packet in alphabetical order:
 - a. Attachment [Letter] – [Name of document or item]
 - i. i.e., *Attachment B – 8-14-7 Grave Decorations (Redline)*
2. References are items in-directly relating to the item

Meeting Agenda Style Guide

Item Titles, Packet Order, etc.



- a. Include "Reference" and a number (starting with "1") in the attachment's title.
 - i. i.e., *Reference 1 – Third Amendment to the MDA*

Council Leadership Rotation

	2025		2026	
Chair	District 1	At-Large A	District 2	At-Large B
Vice-Chair	At-Large A	District 2	At-Large B	District 3
Past Chair	District 3	District 1	At-Large A	District 2
	2027		2028	
Chair	District 3	At-Large C	District 4	District 1
Vice-Chair	At-Large C	District 4	District 1	At-Large A
Past Chair	At-Large B	District 3	At-Large C	District 4
	2029		2030	
Chair	At-Large A	District 2	At-Large B	District 3
Vice-Chair	District 2	At-Large B	District 3	At-Large C
Past Chair	District 1	At-Large A	District 2	At-Large B
	2031		2032	
Chair	At-Large C	District 4	District 1	At-Large A
Vice-Chair	District 4	District 1	At-Large A	District 2
Past Chair	District 3	At-Large C	District 4	District 1
	2033		2034	
Chair	District 2	At-Large B	District 3	At-Large C
Vice-Chair	At-Large B	District 3	At-Large C	District 4
Past Chair	At-Large A	District 2	At-Large B	District 3
	2035		2036	
Chair	District 4	District 1	At-Large A	District 2
Vice-Chair	District 1	At-Large A	District 2	At-Large B
Past Chair	At-Large C	District 4	District 1	At-Large A
	2037		2038	
Chair	At-Large B	District 3	At-Large C	District 4
Vice-Chair	District 3	At-Large C	District 4	District 1
Past Chair	District 2	At-Large B	District 3	At-Large C

Each year is broken into two semesters; January 1-June 30 (first column), and July 1 through December 31 (second column).

Rules

- If Chair is newly elected, they swap with the alternate seat holder in the same semester of the following year, unless that position is also held by a newly elected member.
 - If both positions above are newly elected councilmembers, the newly elected Chair will instead swap with the alternate seat in the 2nd semester of the following year.
- If Vice Chair and Past Chair are newly elected, no change occurs.

Item Workflows

	Simple Workflow	Typical Workflow	Complex Workflow
COTW	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Yes – one or more
Agenda Item	<ul style="list-style-type: none"> • Consent • Business Item • Public Hearing 	<ul style="list-style-type: none"> • Consent • Business Item • Public Hearing 	<ul style="list-style-type: none"> • Consent • Business Item • Public Hearing
Origin/Sponsor	<ul style="list-style-type: none"> • Staff/Admin/Legal 	<ul style="list-style-type: none"> • Any two council members • Staff/Admin/Legal 	<ul style="list-style-type: none"> • Any two council members • Staff/Admin/Legal
Assessments	<ul style="list-style-type: none"> • Common knowledge of parties • Minimal debate expected 	<ul style="list-style-type: none"> • Need deliberation or input 	<ul style="list-style-type: none"> • Technical discussion (deliberation or input needed; not common knowledge)
Examples	<ul style="list-style-type: none"> • Renewing interlocal agreements (ILA) and renewing grants • Code amendments (small sections of code and amendments) • Budget amendments 	<ul style="list-style-type: none"> • Most land use • Code amendments (multiple sections or a chapter) • MDA/MDP • Rezone • Land map amendments • Need executive staff time or more than 60 minutes • Direction to spend money 	<ul style="list-style-type: none"> • Some land use • Code amendments (titles or multiple sections with expected council deliberations or input) • MDA/MDP • Some rezones • Master plans as needed
Outcomes	<u>Possible Council motions from CC Meeting:</u> <ul style="list-style-type: none"> • Approve or deny; • Continue to future date; • Move to unspecified date; • Refer to COTW, Council subcommittee or ad hoc committee; • Refer to Council staff or Administrative staff. 		<u>Possible Council direction from COTW meeting:</u> <ul style="list-style-type: none"> • Move to future CC Meeting for possible action; • Continue to future COTW; • Refer to Planning Commission, Council subcommittee, or an ad hoc committee; • Table indefinitely.

APPENDIX D: WHAT TO EXPECT AT COUNCIL MEETING

Welcome to Council Meeting! This is your guide to navigating this meeting as a member of the public. Within this document is a description of how to find agendas, what each section of the agenda looks like during the public meeting, a review on how to give effective public comments, and a “I want to...” section, which includes common scenarios as to why you may be interested in attending a council meeting and how you can best achieve your goals. The city council follows a modified version of Robert’s Rule of Order.

I WANT TO:

SPEAK OUT ON AN ITEM THAT I RECEIVED A PUBLIC HEARING NOTICE FOR DURING A COUNCIL MEETING

You will want to wait until that item comes up the agenda. Typically, the Council we receive a short presentation from staff or the applicant, then the chair will open the public hearing. This is when you should give your comment, NOT during “Public Comment” which is the time to address agenda items that do not have an associated public hearing to them or for any other issue.

SPEAK OUT ON AN ISSUE OF CONCERN THAT IS NOT ON THE AGENDA

The “Public Comment” portion of the meeting is when you would bring up this concern. Remember, you only have three minutes!

GIVE COUNCIL MEMBERS A HANDOUT WITH INFORMATION

You can email this handout prior to the meeting by emailing councilcomments@westjordan.utah.gov, which automatically forwards your email to all of the Council Members, OR you may approach a member of Council Staff prior to the meeting and ask that your document be distributed to the Council. Do not approach the Council before, during, or after your public comment, as this disrupts the flow of Council Meeting.

ASK THE COUNCIL BODY A SERIES OF QUESTIONS

Council Members are not supposed to respond to questions from the public during public comment, as it interrupts the speaker’s three-minute limit and is unfair toward others who may have questions. You may ask rhetorical questions, but if you are seeking answers to your questions, it is more appropriate to email the Council or schedule a visit with individual Council Members. City Staff members may also answer questions.

REPRESENT A GROUP DURING COUNCIL MEETING

Before beginning your comment, ask the Council Chair, “May I have five minutes, as I am representing INSERT GROUP NAME HERE.” The Chair will then grant you more time if the Chair deems it appropriate.

SEE A COMMUNITY ISSUE AS FUTURE AGENDA ITEM OR COMMITTEE OF THE WHOLE ITEM

Agenda items need two interested Council Members before the item may be submitted to Council Leadership for selection. It is often beneficial to contact your district council member first, followed by any at-large council members.

APPENDIX E: ROBERT'S RULES

GUIDING PRINCIPLES:



Everyone has the right to participate in discussion if they wish, before anyone may speak a second time



Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker



Only one topic can be discussed at a time

MOTION:

A motion is the topic under discussion.

After being recognized by the Council Chair any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered.

Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed).

The person who made the motion usually has priority to speak to the motion first.

I WANT TO:

CHANGE SOME OF THE WORDING IN A MOTION UNDER DISCUSSION

After recognition by the Council Chair, **move to amend** by

- adding words,
- striking words or
- striking and inserting words.

REWORD A MOTION BEYOND SIMPLE WORD CHANGES

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

SUGGEST THAT THE AGENDA ITEM RECEIVE MORE STUDY AND/OR INVESTIGATION

Move to refer to an existing council subcommittee, group of staff members, or Council staff. Try to be specific as to the charge to the group you are sending it too. It is also helpful to add a realistic timeframe in which you would like the group to report.

SPEND MORE TIME PERSONALLY TO STUDY THE PROPOSAL BEING DISCUSSED

Move to postpone to a definite time or date.

ONLY SPEND A CERTAIN AMOUNT OF TIME DISCUSSING AN ITEM OR WANT TO PROPOSE A TIME TO END DEBATE

Move to limit debate to a set period of time or to a set number of speakers. This requires a *two-thirds majority vote*.

END THE DISCUSSION

Move to close the debate. Also referred to as **calling the question**. This cuts off discussion and brings the assembly to a vote on the pending question only. *Requires a two-thirds majority vote.*

POSTPONE A MOTION UNTIL SOME LATER TIME

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it. *TABLING AND POSTPONING ARE DIFFERENT MOTIONS.*

BRING A DISCUSSION THAT HAS DRIFTED AWAY FROM THE AGENDA ITEM BACK TO THE ITEM

“Call for orders of the day.”

TO TAKE A SHORT BREAK

Move to recess for a set period of time.

END THE MEETING

Move to adjourn.

ENSURE THAT THE COUNCIL CHAIR ANNOUNCED THE RESULTS OF A VOTE CORRECTLY

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

CLARIFICATION ABOUT A PROCEDURE BEING USED BECAUSE I AM CONFUSED

Without recognition, call for "**Point of Information**" or "**Point of Parliamentary Inquiry**." The chair of the council will ask you to state your question and will attempt to clarify the situation and may use the council parliamentarian for assistance.

TO CHANGE YOUR MIND ABOUT SOMETHING THAT WAS VOTED ON EARLIER IN THE MEETING FOR WHICH I WAS ON THE WINNING SIDE

Move to reconsider. See Rule 3.3 of these Council Rules.

TO BRING SOMETHING URGENT THAT DOES NOT RELATE TO THE AGENDA TO EVERYONE’S ATTENTION

Motions of personal privilege are meant to be URGENT, this motion is not for giving one’s opinion that isn’t related to the ongoing debate or agenda item.

DO NOT MISUSE POINT OF PERSONAL PRIVILEGE OR GENERAL PRIVILEGE

Examples:

Council Member: Council Chair, I rise to a Point of Personal Privilege.

Chair: State your point

Council Member: I'm finding it difficult to hear the B clearly. Would everyone please lean into their microphone, so that I will know what is being said?

Council Member: Council Chair, I rise to a Point of General Privilege.

Chair: State your point

Council Member: It's really hot in chambers, can we request staff to turn on the air conditioning?

BRING ATTENTION TO THE CHAIR THAT THE RULES ARE BEING VIOLATED

Point of order, state what rule you think is being broken.

YOU MAY INTERRUPT A SPEAKER FOR THESE REASONS ONLY:

- (1) to get information about business –**point of information**
- (2) to get information about rules– **parliamentary inquiry**
- (3) if you can't hear, safety reasons, comfort, etc. –**question of privilege**
- (4) if you see a breach of the rules –**point of order**
- (5) if you disagree with the Council Chair's ruling –**appeal**

APPENDIX F: MOTIONS SUMMARIZED

	Must be recognized by Chair	Must be seconded	Open for discussion	Can be amended	Vote count required to pass	May be reconsidered or rescinded
Main motion	Y	Y	Y	Y	Majority	Y
Amend motion	Y	Y	Y		Majority	Y
Kill a motion	Y	Y			Majority	Y
Limit debate	Y	Y		Y	2/3	Y
Close discussion	Y	Y			Majority	Y
Recess	Y	Y		Y	Majority	
Adjourn	Y	Y			Majority	
Take Agenda Item Out of Order	Y	Y			Majority	
Withdraw a Motion ¹	Y	Y			No opposition of the body	
Refer to staff/committee	Y	Y	Y	Y	Majority	
Postpone to a later date/time	Y	Y	Y	Y	Majority	Y
Table ²	Y	Y			Majority	
Postpone indefinitely ³	Y	Y	Y	Y	Majority	Y
Point of order ⁴						
Point of information ⁴						
Parliamentary inquiry ⁴						
Question of privilege ⁴						
Appeal ⁴						

1 = If a motion has been seconded, in order to withdraw the motion requires no opposition of the body.

2 = **Motion to table** is for later in same meeting (1 item must be heard prior) or following meeting. If not heard by the following meeting, the item dies. (See motion to postpone)

3 = **Motion to Postpone Indefinitely** means the item is dead.

4 = These are the only motions that can interrupt a speaker.