

SUNSET CITY RULES OF ORDER AND PROCEDURE

I. Rules Of Proceedings: The city council shall determine its own rules of proceedings and may punish its members for disorderly conduct with the concurrence of at least three (3) members of the city council.

1. Role of the Mayor as Chair and others at Council meetings: The Mayor shall preside at meetings of the City Council and participate in discussion of all matters. The Mayor shall vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto. In addition, the Mayor, as the Chair, has the primary responsibility for ensuring that the Council's rules of procedure are followed and for maintaining the dignity of Council meetings. The Mayor calls the meeting to order and confines the discussion to the agenda. The Mayor recognizes Council Members for motions and statements and may allow audience and staff participation at appropriate times. The Council requires the Mayor to have knowledge of the City's adopted rules of parliamentary procedure and how to apply it. The Mayor is to ensure that the Utah Open and Public Meetings Act is complied with. The Mayor should know how to courteously ensure those who have the floor are not interrupted and to rule out of order those not following meeting procedures. The Mayor will recognize the Council Member offering the motion, restate the motion, ask for a second and, if a second is granted, the Mayor shall present it to the Council for consideration. There can be up to three motions on the floor at the same time and no more than three. The Mayor can reject a fourth motion until the Mayor has dealt with the three that are on the floor and has resolved them. Then the Mayor calls for the vote, announces the vote, then announces the next order of business.

a. Procedure: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows...." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

First, the Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the City Council of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Mayor would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend. *Second*, if the substitute motion failed, the Mayor would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed the Mayor would now move to consider the main motion (the first motion) as amended. If the

motion to amend failed the Mayor would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Mayor would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

- J. Public Comment. There shall be on every agenda of the City Council an item entitled “public comment.” The public comment portion of the meeting shall be limited to the public speaking to the council on any item. Members of the public shall be free to express any idea, question, or view point without limitation except for time and the manner of the presentation. Individual members of the public shall be limited to three (3) minutes time. The Chair of the meeting shall ensure that the public comment is civil and orderly. The Chair shall use its best efforts to allow the free expression of the public and keep the meeting in order. Council members should not interrupt, argue with, or otherwise interfere with any comment by a member of the public. The Mayor and City Council may ask clarifying questions of the member of the public making a presentation and other members of the public may ask clarifying questions of the presenter at the discretion of the Chair.
- K. Council member Participation. At regular meetings of the City Council, Council members shall speak only after being recognized by the Chair. Any meeting designated as a work meeting shall be more informal and Council Members may freely participate as long as proper decorum is maintained. Council members shall conduct themselves at all times with decorum and respect. They shall refrain from making any disparaging remarks concerning any other member of the governing body or the public. Any member of the Council wishing to speak on any item on the agenda shall be recognized by the Mayor to do so.
- L. Meeting Adjournment. Meetings of the City Council, as a goal, shall be scheduled to end at or before 10:00 p.m. and the Mayor and City Council shall use their best efforts to conclude the meeting in a timely manner. However, no motion to extend the time of the meeting is necessary to be made. The meetings of the City Council shall not be adjourned until all items listed on the agenda have been acted upon and a motion to adjourn is made and approved by a majority of the City Council.
- M. Voting:
 - 1. Vote Taken: A vote shall be taken upon all ordinances and all propositions creating any liability against the city, and in all other cases at the request of any member of the city council, which vote shall be entered in the minutes of the meeting. The concurrence of a majority of the members of the city council elected or legally appointed shall be necessary to the passage of any ordinance or proposition creating any liability against the city. Where there is an even number of council members present, the consent or concurrence of three (3) of the council members shall be sufficient to confirm an appointment or concur in the removal of an appointive officer.
 - 2. Reconsideration Of Votes: No vote of the city council shall be reconsidered or rescinded in any special meeting, unless at such special meeting there is present as large a number of council members as were present when such vote was taken.