

# THE MEETING PROCEDURES OF THE CLINTON CITY COUNCIL

Approved January 10, 2017

*\*The City Council has an obligation to be clear and simple in its procedures and in the consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience and of the citizens of the City in general.\**

## **Section 1. Order of Business of City Council.**

The order of business at regular Council meetings shall be as follows, except the Chair may revise the order of business in response to special circumstances:

- I. Call to order
- II. Pledge of allegiance
- III. Invocation/Thought
- IV. Roll call
- V. Oral requests and communications from the audience
- VI. Business/Ordinances/Resolutions/Final Orders
- VII. Minutes and Accounts Payable approvals
- VIII. Planning Commission Report
- IX. City Manager report
- X. Mayor's report
- XI. Reports from Council Members
- XII. Adjournment

## **Section 2. Oral requests and communications from the audience.**

Any public member desiring to address the Council shall, prior to the meeting, sign the "list to present" with the Clerk of the Council. When called forward by the Chair, the speakers shall give their name and address for the record. They will be allowed up to three minutes to make their presentation. All remarks and questions shall be addressed to the Chair and not to any individual Council Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chair.

**Section 3. Council Discussion of Items.** Discussion by the City Council shall be conducted as follows:

A. The Mayor, as the Chair, may fully participate in discussion, with the exceptions of making motions and voting as the statutes provide. If a Council Member is acting as the Chair in place of the Mayor, he/she shall not be deprived of any privileges of a Council Member by reason of acting as the Chair.

B. Subject to appeal by the full Council, the Chair shall have the authority to control the meeting, extend speaking privileges, disallow the misuse of motions, and prevent the abuse of any privilege or the obstruction of the business of the City, by ruling any such matter "out of order". The Chair shall also seek to move the agenda along by keeping the comments and discussion to the specific matter, item or action before the Council at the time.

C. Every Council Member desiring to speak shall address the Chair and upon recognition by the Chair, shall confine him/herself to the question under discussion.

D. A Council Member, once recognized, shall not be interrupted while speaking unless it shall be to call him/her to order or as allowed in Section 7-C-3 herein provided. If a

member of the Council, while speaking, be called to order, he/she shall cease speaking on the point until the question of order is determined and if allowed by the ruling, he/she shall be permitted to proceed.

E. The Mayor or any Council Member shall have the privilege of having an abstract of his/her statement on any subject under consideration by the Council entered in the official minutes.

#### **Section 4. Addressing the Council.**

A. **Administrative Staff and City Employees addressing Council and Public.** Members of the City's administrative staff or other city employees desiring to address the Council shall first be recognized by the Chair and shall address their remarks to the Chair. The staff may respond to questions or comments by the Council or members of the public with permission of the Chair, but shall always do so in a polite and tactful manner.

#### **B. Public members addressing the Council.**

1. During Public Hearings and at other times, any member of the public desiring to address the Council shall wait to be recognized by the Chair. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the Chair and not to any individual Council Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chair.

2. Any public member addressing the Council shall be limited to three minutes unless further time is granted by the Chair. No public member shall be allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken.

3. After a motion has been made or after a public hearing has been closed, no member of the public shall address the Council without securing permission from the Chair or majority of the Council.

**Section 5. Conflicts of Interest.** Members of the Council and all other persons who serve the City in any capacity (e.g., officer, employee, agent, or otherwise) shall perform their duties in accordance with Utah's ethics laws as provided in Utah Code 67-16.

Elected officials, appointed officers or employees of the City who have a potential conflict as outlined by Utah Code 67-16 relative to any matter or ordinance coming before the City Council shall declare such conflict immediately upon introduction of the item to the City Council by the Chair. Disclosure of such a potential conflict shall be made a part of the record of the proceedings. Those who, in accordance to the Ethics law, should not vote, should reclude themselves from the meeting and leave the room until after a vote is taken. If their reclusion would reduce the Council below a quorum for voting, by majority vote of the Council, the Council Member(s) in reclusion can be allowed to stay in the meeting and vote, but not participate in the discussion nor make the motion, second or make any amendment, unless such is needed for a motion to proceed.

#### **Section 6. Basics of Addressing a Motion**

A. No motion shall be debated until it has been seconded and announced by the Chair.

- B. Any motion may be withdrawn or modified by the sponsor of the motion, with the consent of the second, at any time before amendment, decision or voting.
- C. When a question (motion) is under debate, the Chair shall entertain no other motion except the following procedural motions, whose passage shall require the affirmative vote of the majority of the Council present. (These motions shall take precedence in the order listed.)
- 1) To adjourn;
  - 2) To recess (take a break);
  - 3) To “Call to Order” (to point out an infraction of these rules-Chair would need to rule on the potential infraction);
  - 4) To move (call) the previous question (current waiting motion);
  - 5) To postpone (table) to a day certain;
  - 6) To refer to a committee (to commit or recommit);
  - 7) To limit debate;
  - 8) To amend.
- D. Any substitute motion or amendment must relate to the same subject as the original item under consideration.

If a motion is made with no second, a substitute motion with a second would be considered instead of the original (which dies for lack of a second).

An affirmative vote on the amended motion negates any further consideration of the original motion.