

## **RULES AND PROCEDURES FOR THE LOGAN MUNICIPAL COUNCIL**

1. The Logan City Government functions under the “Optional Forms of Municipal Government Act.” (UCA 10-3-12-1, et al.) Under Section 10-3-1210, the Municipal Council shall be the policy-making body; it may pass ordinances, appropriate funds and review municipal administration.

To guide the Municipal Council in the performance of its assigned functions and the authorization to regulate itself, the following rules and procedures are provided.

2. With the installation of its most recently elected members, the Council shall begin a one-year session. A session designates a term of common membership. All actions commenced in a session shall be concluded therein. Pending matters may be reintroduced in the subsequent session.

3. At its first meeting of each session, the Council shall elect its chairman, consider its rules, appoint a secretary, and do whatever other matters are desirable for the conduct of the Council’s activities. The Chairman may be selected for a period of one year.

4. The council shall conduct its official activities in open public meetings. Four types of meetings may be held by the Council:

a. Regular. Regular meetings shall be held twice a month. The times shall be stated by ordinance and announced through the news media (Current ordinance calls for the First and Third Tuesday of each month at 5:30 pm). In the absence of a quorum or for other good cause, the Council may cancel or reschedule any regular meeting. The Council shall give notice of the cancelled or rescheduled meeting in a timely, reasonable and practical manner. Unless otherwise determined by the Council members, the order by which matters are considered in regular meetings shall be as follows:

### AGENDA

(1) Call to Order

(2) Opening Ceremony (e.g. Prayer, thought, reading) and Approval of Minutes

(Minutes of previous meeting recorded and distributed prior to meeting)

(3) Mayor’s Reports

(4) Pending Action

(5) Proposed Action

(6) Other Considerations

(7) Adjourn

b. Special. The Council may at any time convene meetings, other than the regular ones to complete pending Council business or to introduce new matters. The calling of such meetings shall conform to the legal requirement and official action may be taken on matters under consideration.

c. Committee. The Council or Council members may convene committee meetings at any time. Committee meetings may be called for the purpose of study, discussion, or investigation. Committee meetings may be held for formal hearings or other responses from citizens groups. Official action of city business may not be taken in committee meetings.

d. Executive. Executive meetings (called sessions in the state law) are non-public meetings and may be called by a two-thirds vote in an assembled Council meeting only for the purpose of discussing personnel, land acquisition, or lawsuits. Official action may not be taken during these meetings.

5. Agenda preparation and implementation. The Council for its regular, special and committee meetings shall announce its agenda to the public newspaper for publication at least 24 hours prior to its convening time. Agendas shall be prepared by the Council Chairman. Agenda items shall be accepted from Council Members and the Mayor, by the Chairman, and from others at the pleasure of the Chairman.

Items place on the agenda shall be officially before the Council at the designated meeting and shall be considered for discussion at the assigned place on the agenda. Agenda items shall be considered as proposals for adoption. An agenda item before the Council for which no motion is made to adopt, or no Council members favor, shall be concluded by the Chairman, following the discussion "In the absence of a motion, the proposal fails adoption." The Chairman may, if there is no objection, announce the holdover of any item for a subsequent meeting. Proposed actions may be amended during final consideration; they may also be postponed or tabled for later consideration. It is the intent of the above procedure to permit easy access to the agenda and to maintain non-cumbersome and informal meetings, yet orderly enough to be expeditious.

Schedules for public hearings for proposed actions requiring it shall be announced by the Chairman during regular meetings. Scheduled hearings shall be conducted during Council sessions at the times the agenda specifies. Hearings shall begin by the Chairman announcing, "This, according to the agenda, is a hearing." Hearings shall be concluded by the Chairman. Hearings shall be conducted to permit the expression of citizens about proposed action and to provide information to Council members before final action. The Council shall not take action until a hearing is concluded.

An agenda may be changed with approval of the Council.

6. Policy proposals initiated by or presented to the Council and requiring action by it may be in the form of ordinances, resolutions, requests or memorials.

a. Ordinances. Proposals which when passed would regulate or in any way impose restrictions upon Logan citizens, the violation of which would impose a penalty of any sort shall be an ordinance, Ordinances shall be presented in the form required by State law and shall be introduced to the Council one meeting to their final consideration.

The required first and second reading may be waived by the Council. Ordinances shall be numbered and appropriately recorded.

b. Resolutions. A resolution may be used for policy proposals not involving penalties, such as proposed action which upon completion ceases to have effect, communication with administrative offices, or any other desirable and appropriate use. Resolutions shall be in the form required by law. Resolutions shall be introduced to the meeting prior to their final consideration. Resolutions shall be numbered and appropriately recorded.

c. Requests. Requests may be used for presentation to the Council by the Mayor or administration when appointments or a variety of other requirements need Council approval, when neither an ordinance nor resolution is appropriate. These actions may be responded to by a motion to approve, grant, adopt or deny the proposed request. The nature of the request may suggest the time requirements before final action. Such requests shall be submitted in writing and appropriately recorded.

d. Memorials. Memorials may be used as a policy instrument to commend persons or groups for notable activities or to call attention to a desired position. These shall be written and acted upon by the Council without time restriction. These will be appropriately recorded

7. All proposed actions shall be given a number that will identify the proposal with the year and the order in which they are presented to the Council. The secretary to the Council shall keep a record of the location of the legislature or policy instruments and direct them to their implementation.

8. The chairman or designee of the chairman shall be responsible for the conduct of regular and special meetings, preparation of the meeting agendas, caring for Council needs when it is not convened, assisting in gathering information for the Council, and the performance of duties assigned by the Council.

9. Three Council members shall be present at regular or special meetings in which action is taken. All Council action shall require the affirmative vote of three members, except where the law requires otherwise.

10. Procedures not provided herein or in the Utah Code shall be regulated by Robert's Rules of Order. The Council may, by two-thirds vote, suspend the rules.