

## Sandy City Council Policies and Procedures

**SUBJECT:** Sandy City Council Legislative Process

**PURPOSE:** This policy is intended to guide the process by which Council Members introduce new legislative proposals i.e. policy changes, ordinances, resolutions, special recognitions, etc.

### **PROCESS:**

**Step 1:** (Optional) Council Member works with Administration (as authorized by the Mayor), Council Office staff, and/or constituent(s) to develop a proposal. The Council Member is the Sponsor of the legislation.

**Step 2:** First Reading. The Sponsor introduces the proposal to the City Council on a Work Session agenda. The City Council evaluates the proposal, asks questions, and makes recommendations to the Sponsor. No formal or substantive votes (to adopt/amend/reject, etc.) are taken in the Work Session. The First Reading Schedule is determined by the Chair.

**Step 3:** The Sponsor considers the Council's evaluation and incorporates amendments as she/he determines appropriate. The sponsor may:

- Drop the proposal.
- Continue working on the proposal with Administration (as authorized by the Mayor), Council Office staff, and/or constituent(s).
- Bring the proposal back to a subsequent Work Session for additional Council evaluation.
- Request the Chair schedule the proposal for a Second Reading (a potential vote) in a Business Session.

**Step 4:** Second Reading. If the Sponsor chooses to proceed, the proposal is scheduled for a vote in a Business Session. All proposals on Second Reading will be opened to public comment. The Second Reading schedule is determined by the Chair. The Council may:

- Adopt, reject, amend, table, continue, reschedule, remand for additional analysis, or take any other action on the proposal deemed necessary by majority vote of the membership of the Council (four votes).

### **PROCEDURAL CONSIDERATIONS:**

A proposal may be rescheduled for Second Reading until the Council takes final action on the proposal.

Each time a Council Member's legislative proposal appears on an agenda, the Council Office staff shall note in the agenda item title whether the proposal is on a First or Second Reading. The Council Office staff shall make every effort to consistently identify the Sponsor of a proposal and digitally link all versions of a proposal within the agenda management system.