

Sandy City Council

Rules of Order and Procedure

Parliamentary Order and Procedure, Ethical Behavior, and Civil Discourse

1. Standard Order of Business

- a) The standard order of business for regularly scheduled meetings of the City Council is as follows. The City Council may vote to amend the standard order of business from time to time based on the actual content of each meeting. The Council will not entertain new items after 11 PM unless agreed to by a majority of the Members.

5:15 PM: Council Meeting

A. Non-voting items

1. Opening Remarks/Prayer/Pledge of Allegiance
2. Agenda Planning Calendar Review
3. Council Member Business
4. Council Office Director's Report
5. Mayor's Report
6. Chief Administrative Officer Report
7. Citizen Comments
8. Informational briefings, training opportunities, discussion items, etc.
9. Special Recognition

B. Voting Items

10. Consent Calendar
11. Noticed Public Hearings
12. Council Items

- b) Public comment will be taken on all voting items. Each voting item shall be presented by the appropriate staff or Council Member. Public comment will be taken after the presentation. Council discussion will follow public comment.
- c) Council Member Business, the Mayor's report, and the Chief Administrative Officer's report are informational in nature. These reports may include such items as updates from committee meetings, summaries of significant City events, recognition proposals, and recommendations for future discussion items. No action except discussion can occur on such an item at the meeting in which it is introduced; it must be added to a future agenda as a voting item before formal Council action can occur.
- d) Unless an item has been noticed on the agenda for a time certain, the Council may deviate from the standard order of business.
- e) Items not completed during the Council Meeting portion of the agenda should be rescheduled at the next available Council Meeting as appropriate.

2. Motions