

# Rules of Procedure Review

*Sandy City Council*



# Rules of Order and Procedure

*Utah State Law § 10-3-606*

## What?

### *Adopted Guidelines*

Rules governing parliamentary order, ethical behavior, and civil discourse.

Individual policy within the City Council Policies and Procedures

## Why?

### *State Mandated*

Utah State Law mandates the adoption of Rules of Order and Procedure.

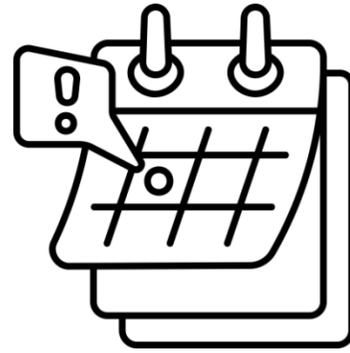
Rules must be published on our website and made available at our meeting place.

## When?

### *City Council Meetings*

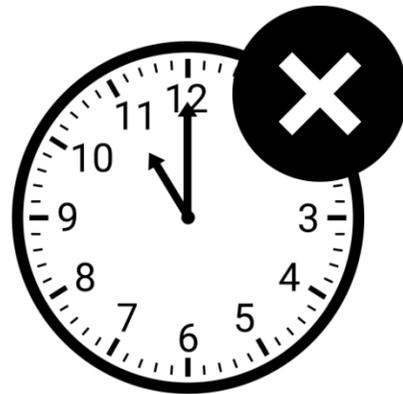
Adopted rules apply only during meetings of the City Council.

# Meeting Logistics & Legislative Process



## ***Meeting Time***

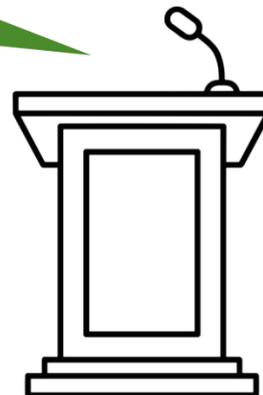
Council Meetings generally occur every Tuesday at 5:15 P.M.



## ***The 11 P.M. Rule***

No new items will be entertained after 11:00 P.M., unless a majority of the Council agrees.

The two-meeting rule *does not encompass all council actions*, but only actions that *include the adoption of a resolution or ordinance*.



## ***Two-Meeting Rule***

All resolutions and ordinances must be presented first as a non-voting informational item and then return as a voting item at second council meeting.

# Work Sessions vs. Business Sessions

## ***Work Session***

- Held at the Chairperson's discretion on an as-needed basis.
- Less formal dialogue, collaborative problem solving, and preliminary exploration.
- Can be held before or after the Business Session, or at alternate locations.

## ***Business Session***

- Follows the traditional Council Meeting format with informational items and action items.
- Also includes opening remarks, special recognitions, and standing reports.

# Role of the Chairperson



## **Agenda & Session Authority**

The Chair sets the agenda, has the discretion to include a work session, and may alter the order of items within the Council Meeting to accommodate presenters or special circumstances.



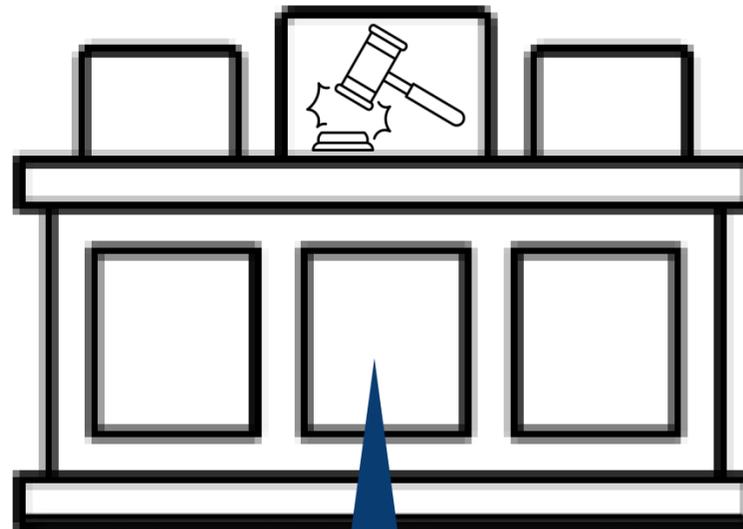
## **Managing Debate**

The Chair ensures every Council member who wishes to speak has the opportunity to do so and is responsible for recognizing meeting participants before they speak.



## **Parliamentary Rulings**

The Chair rules on whether a "Motion to Amend" is germane to the main motion and provides rulings on "Points of Order." Rulings of the Chair may be appealed to the Council Body.



According to the Rules of Procedure, the Chairperson is responsible for maintaining the order, efficiency, and professional atmosphere of the meeting.



## **Motion Clarity**

After a motion is seconded, the Chair is responsible for restating the motion or causing it to be displayed in writing for the Council and the public.



## **Citizen Comment Oversight**

The Chair has the discretion to extend the three-minute time limit for citizen comments and opens public comment for specific items when they are called.



## **Meeting Flow**

The Chair may allow the Council to "stand at ease" or to briefly recess during debate if necessary.

# Citizen Comment Procedures



## **General Citizen Comment**

Occurs no earlier than 6:00 P.M. (or after a work session) and covers any city subject, including informational and voting items on the Council agenda.



## **Time Limits**

Each speaker is allowed three minutes, though the Chair may extend this for any comment period, or the council by majority vote during a public hearing or council voting item.



## **Methods**

Comments are accepted in-person, remotely, or via email at [CitizenComment@Sandy.Utah.Gov](mailto:CitizenComment@Sandy.Utah.Gov)



## **Public Hearings**

Oral comments for these specific items are taken when the item is called.



## **Other Voting Items**

Oral comments for these specific items are taken both during the general comment period and when the item is called.



# Standing Reports & Council Business

## *Nature of Reports*

Reports from the Mayor, CAO, and Council Members are informational only.



## *Strict Limitations*

No formal action except discussion or direction to staff can occur during a report.



## *Future Action*

Any item introduced in a report must be added to a future agenda as a voting item before formal action is taken (adoption of a policy, resolution, or ordinance).



# Parliamentary Mechanics

Motion Type	Key Rules
<i>Main Motion</i>	A <b>formal</b> proposal for action; requires a second.
<i>Friendly Amendment</i>	<b>Informal</b> ; accepted or rejected by the motion maker and seconder.
<i>Motion to Amend</i>	Must be <b>germane</b> (related to the topic) and cannot negate the main motion.
<i>Reconsideration</i>	Must be made at the same meeting and only by a member on the <b>winning side</b> .
<i>Previous Question</i>	AKA “Calling the Question”— a non-debatable motion to end debate; requires a majority vote.

**Clarity Rule**— A main motion should be amended **no more than two times** to maintain clarity.

**No Substitutes**— “Substitute motions” that unilaterally shift debate are **not allowed**.

# Voting and Quorum

## ***The Quorum***

Four Members are required to conduct business.

## ***Voting Threshold***

Most actions, resolutions, and ordinances require four votes (a majority of the entire membership) to pass.

## ***Presense***

No proxy votes; members must be physically present or participating electronically in accordance with state law.

## ***Methods***

- **Roll Call:** Required for all ordinances, to close a meeting, and at the request of any member.
- **Voice Vote:** Can be used when a roll call is not required.

## ***Abstentions***

Abstentions do not count as “yes” or “no” votes and do not grant standing for a motion to consider.





# **Ethics & Conflicts of Interest**

## ***Disclosure***

Any member with an immediate or direct financial interest in an item must disclose it when the item is called.

## ***Recusal***

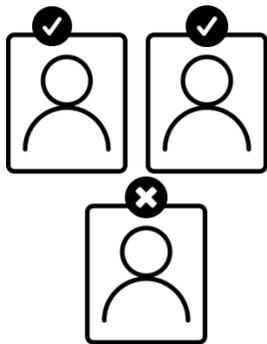
Members declaring a financial interest should leave the room during discussion and abstain from voting.

# Maintaining and Amending the Rules of Procedure



## ***Notice Given***

If an amendment is on the agenda, a majority vote is required to modify the rules.



## ***No Notice***

A two-thirds majority is required to suspend or modify rules if they are not on the agenda.



## ***Training***

The Council must review these rules and receive training every even-numbered year by the end of February.



**Questions?**