

Council Roles and Responsibilities

**COUNCIL
MEMBER
COMMITTEE
ASSIGNMENTS**

SUBJECT: Council Member Committee Assignments

BACKGROUND:

Sandy City Council Members serve as representatives on several committees, boards, and commissions (henceforth referred to as “committees”) both internal and external to the City itself. It is the role of the City Council Body to select which of its members be assigned to each of these committees. This policy is intended to outline procedures that the City Council shall follow in making those assignments.

POLICY:

- I. No later than the final regularly scheduled City Council meeting each January the Council shall by resolution (henceforth referred to as the “assignment resolution”) assign members of the council to serve as its representatives on all committees that require a council representative.

- II. Each committee representative’s term shall begin at ~~the time of 12:00 AM, the day immediately following~~ the adoption of the assignment resolution and shall expire ~~at 11:59 PM the day prior to~~ immediately upon the assignment of a new representative as designated by the adoption of a new assignment resolution. It’s intended by the Council that each representative serve for a term of approximately one year, though additional terms and even back-to-back terms may be granted by the Council at its sole discretion.
 - a. Exceptions:
 - i. To better align with the Utah Legislative Session, the Council assigned representatives to the Utah League of Cities and Towns Legislative Policy Committee shall serve for a term beginning ~~at 12:00 AM~~ on ~~July~~ April 1st and ~~expiring immediately upon ending at 11:59 PM the day prior to~~ the assignment ~~effective date~~ of a new representative as designated by the adoption of a new assignment resolution

 - ii. To better align with the operating period for each cohort of the Sandy Youth Council, the representatives to the Youth Council shall serve for a term beginning ~~at 12:00 AM~~ on May

1st and ~~expiring immediately upon ending at 11:59 PM the day prior to~~ the assignment ~~effective date~~ of a new representative as designated by the adoption of a new assignment resolution

- iii. The Salt Lake County Convention Facilities Advisory Board requires representatives to serve a term of three years. Council assignments to this Committee ~~shall~~ **should generally** align with the bylaws, rules, term lengths, appointment procedures and other regulations prescribed by Salt Lake County and the Salt Lake County Convention Facilities Advisory Board.

III. Assignment Resolutions: Amongst other necessary information, Assignment Resolutions shall include the following:

- a. The name of each committee
- b. A brief description of each committee
- c. Up to date committee meeting date, time, and Location
- d. Up to date contact information for the committee
- e. The names of the Council member(s) being assigned to each committee

IV. **Stalemates: A stalemate occurs when four or more council members are unable to agree on an individual committee assignment. In the event of a stalemate for any individual committee assignment the Council shall adhere to the following process:**

- a. **The Council shall take an initial vote, via written ballot, to fill the vacancy from among the names of its members**
 - i. **If no member receives a majority vote of the Council body in the initial vote described in Subsection (IV)(a) the two candidates that received the most votes in the initial vote, as determined by the tie-breaking procedures described herein, shall be placed before the Council body for a second vote, via written ballot, to fill the assignment.**

- ii. If the initial vote results in a tie for second place, the members tied for second place shall be reduced to one by a coin toss conducted in accordance with Subsection (IV)(a)(iv) and the second vote described below shall be between the member that received the most votes in the initial vote and the candidate that wins the coin toss described in this Subsection (IV)(a)(ii).
 - iii. If the initial vote results in a tie among three or more members for first place, the members tied for first place shall be reduced to two by a coin toss conducted in accordance with Subsection (IV)(a)(iv), and the second vote described in Subsection (IV)(a)(i), shall be between the two members that remain after the coin toss described in this Subsection (IV)(a)(iii),
 - iv. A coin toss required under this Subsection (IV)(a)(iv) shall be conducted by a member of the City Council Executive Staff in the presence of the Council at the meeting in which the stalemate has occurred.
- b. If, in the second vote described in Subsection (IV)(a)(i), neither member receives a majority vote of the Council, the committee assignment shall be determined by a coin toss between the two candidates in accordance with Subsection (IV)(a)(iv).
- V. Sudden Vacancies. If for any reason (no longer in office, resigned, etc.) an assigned council member is unable to complete their assignment to any committee the Council shall consider amending the Assignment Resolution to assign a new member to that committee during a regular meeting of the City Council within 30 days following the vacancy.

Date of original adoption:

Dates of amendment: