

COUNCIL POLICY REVIEW

January 14, 2020

WHY HAVE POLICY AND PROCEDURE?

- It is a good idea.

“A prime value of parliamentary procedure is that it provides processes through which an organization, large or small, can work out satisfactory solutions to the greatest number of questions in the least amount of time. It can do this whatever detail or complexity may be involved. It makes meetings go smoothly when everyone is in agreement, and allows the group to come to decisions fairly when issues are bitterly contested” (Roberts’s Rules of Order Newly Revised In Brief).

WHY HAVE POLICY AND PROCEDURE?

It is required by law.

Utah Code 10-3-606

- (1) As used in this section, “rules of order and procedure” means a set of rules that govern and prescribe in a public meeting:**
 - (a) parliamentary order and procedure;**
 - (b) ethical behavior; and**
 - (c) civil discourse.**

- (2) (a) Subject to Subsection (2)(b), a municipal legislative body shall:**
 - (i) adopt rules of order and procedure to govern a public meeting of the legislative body;**
 - (ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (2)(a)(i); and**
 - (iii) make the rules of order and procedure described in Subsection (2)(a)(i) available to the public**
 - (A) at each meeting of the municipal legislative body; and**
 - (B) on the municipality’s website, if available.**

- (b) Subsection (2)(a) does not affect a municipal legislative body’s duty to comply with Title 52, Chapter, 4, Open and Public Meetings Act.**

WHAT DO COUNCIL POLICIES COVER?

- Rules of Meeting Procedure
- Advice and Consent for Mayoral Appointments
- Agenda Development
- Approval of Minutes
- Attendance
- Citizen Recognition
- Citizen Committee Appointments
- Employee Compensation
- Council Member Compensation
- How Council Members introduce ideas
- Election of Council Officers
- Electronic Meetings
- Investment of Reserve Fund Balances
- Long Term Financial Planning
- Council Media Relations
- Non-employee travel on City Council tours
- Outside Legal Services
- Public Hearings
- Roles and Responsibilities of the Chair

RECOMMENDATIONS

- Attendance Policy: Delete
- 1987 Committee Policy: Delete (Council has adopted a new policy/procedure)
- Minutes Policy: Amend to update outdated code reference
- Council compensation: Amend to delete reference to PC and BOA liaisons
- Concept Approval Guide. Amend
- Legal Services: Amend
- Public Hearings: Amend to reflect practice/merge w/ Rules of Procedure
- Rules of Procedure: Amend to allow for Council Work Session Meetings

REQUESTED ACTION

- Identify and bring forward additional Council-initiated recommendations
- Approve deletion extraneous policies.
 - Attendance policy
 - Old committee policy
- Provide feedback on forthcoming recommendations for policy updates/amendments
- Authorize commencement of alternating Work Session and Business Session Council Meetings