

Sandy City Council
Policies and Procedures

SUBJECT: Concept Approval Guideline

BACKGROUND:

The City Council desires an orderly process for introducing proposals from individual Council Members. A clear process assists the Council and also assists the Administration in understanding and evaluating Council priorities.

POLICY:

The City Council adopts the Concept Approval Guideline as illustrated in the attached flowchart. The flowchart symbols have the following definitions:



- An individual Council Member has an idea to adopt, amend, or repeal a Sandy City policy, ordinance or other legislative rule.



- The Council Member may request assistance from the Council Office staff with initial research, analysis, and drafting of a Legislative Proposal.



- The Council Member puts the Legislative Proposal in writing.



- The Council Member may:
 - 1) Request the Chair to schedule the Legislative Proposal for hearing on the Consent Calendar. Consent Calendar items are ceremonial, non-controversial, and generally do not have a significant fiscal impact.
 - 2) Request the Chair to schedule the Legislative Proposal as a regular Council item.
 - 3) Request the Chair to schedule the proposal for discussion in a work session.

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- The Council will initially consider the Legislative Proposal as a
- Committee of the Whole to determine whether the Legislative Proposal warrants further consideration and use of City resources.
- By vote, the Legislative Proposal may be adopted, amended, or referred for further analysis.



- If the Council determines that the Legislative Proposal warrants further consideration, it may request additional analysis from the Administration.
- The Council may also request analysis from a third party should a majority of the Council by vote determine that a conflict of intention exists between the Council and Administration regarding the Legislative Proposal.
- The analysis may include but is not limited to a fiscal note, affected department evaluation, and/or legal review.



- The Council considers the Legislative Proposal in light of the Administrative or third-party analysis.
- By vote, the Legislative Proposal may be adopted, amended, rejected, or referred for further analysis.
- (If required, the Council schedules a public hearing, complies with notification requirements, and directs final drafting of the ordinance or resolution. The Legislative Proposal may be adopted, amended, rejected, or referred for further analysis as determined by the Council during the formal hearing process)



- The Legislative Proposal fails. The Council has rejected the Legislative Proposal by vote.

- The Legislative Proposal passes. The Council has approved the Legislative Proposal by vote.



- Nothing in this policy shall be construed to prohibit a council member's right to bring previously considered proposals back before the City Council.

History:

Original approval: March 10, 2015

Revised: February 28, 2017

