

**Resolution No. 29-12**

**A RESOLUTION APPROVING CITY COUNCIL RULES OF ORDER  
AND PROCEDURE, PARK CITY, UTAH**

WHEREAS, Utah Code § 10-3-606 requires the legislative body to adopt rules of order and procedure; and

WHEREAS, the City Council wishes to consolidate its rules of procedure into one document so as to make such rules easily accessible to the public;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Park City, Utah that:

SECTION 1. APPROVAL. Pursuant to Utah Code § 10-3-606, the City hereby adopts the Rules of Order and Procedure to govern the meetings of the City Council as attached as Exhibit A.


SECTION 2. EFFECTIVE DATE. This Ordinance shall become effective immediately.

PASSED AND ADOPTED this 15<sup>th</sup> day of November, 2012.


PARK CITY MUNICIPAL CORPORATION

  
\_\_\_\_\_  
Mayor Dana Williams

Attest:

  
~~Janet M. Scott, City Recorder~~  
Sharon Bauman, Sr. City Recorder

Approved as to form:

  
\_\_\_\_\_  
Mark D. Harrington, City Attorney



## **PARK CITY COUNCIL RULES OF ORDER AND PROCEDURE**

Pursuant to Utah Code § 10-3-606, the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council.

### **RULE NO. 1. UTAH AND MUNICIPAL CODE REQUIREMENTS**

The City must comply with all required procedures contained in "City Council Procedure," as contained in Title 2, Chapter 3 of the Municipal Code of Park City and the Utah Code, including the following sections, as amended:

**Utah Code Sections 10-3-502, 10-3-504, 10-3-505, 10-3-506, 10-3-507, 10-3-508, 10-3-607, and 10-3-608.**

The Municipal Code and Utah Code are available for public view at [www.parkcity.org](http://www.parkcity.org) and <http://le.utah.gov/UtahCode/chapter.jsp?code=10>. In the event of a conflict, the Utah Code shall control.

### **RULE NO. 2. AGENDA**

The agenda for the meeting will be the guide to the meeting. While matters not on the agenda may at times come up for discussion, no final action can be taken on any matter not on the agenda.

### **RULE NO. 3. PARLIAMENTARY ORDER AND PROCEDURE**

Matters considered in a City Council meeting are shown on an agenda, published in advance. Meeting agendas may be reviewed on the City's website, <http://www.parkcity.org>, and the Utah Public Notice website, <http://www.utah.gov/pmnl/index.html>. Agenda items ordinarily are considered in the order listed, but may be considered in a different order. City Council meetings are chaired by the Mayor. In conducting its business, the Council follows a simplified Roberts Rules of Order. Council members may speak after being recognized by the Chair and may make motions that propose Council action. For example, a Council member may move to adopt or amend an ordinance or resolution, consider a substitute motion, close a public hearing, ask for more information, continue discussion to a later time, or adjourn a meeting. A motion may be discussed and voted upon only if it is seconded by another Council member. The Mayor may or may not, at his or her discretion, allow members of the public or staff to participate in the discussion. When the Mayor has confirmed there is no further discussion, the Mayor can call for the vote on the matter. Unless otherwise specified by applicable law or ordinance, a motion passes if a majority of Council members present vote in favor.

## **RULE NO. 4. ETHICAL REQUIREMENTS**

City Council members must comply with the Municipal Officer's and Employees' Ethics Act (Utah Code § 10-3-1301 to 10-3-1312) and Title 3 of the Park City Municipal Code. These laws establish ethical standards of conduct for City officers, employees, and volunteers. They are available for public view at [http://le.utah.gov/code/TITLE10/htm/10\\_03\\_130100.htm](http://le.utah.gov/code/TITLE10/htm/10_03_130100.htm).

## **RULE NO. 5. RULES OF DECORUM**

- (1) Public comments should be directed to the agenda item under consideration. The Mayor or Mayor Pro Tem will rule on the germaneness of the citizen comments.
- (2) All remarks must be addressed to the Council as a whole and not to any single member, unless in response to a question from a member.
- (3) In order to afford all persons an opportunity to speak regarding an agenda item, the Mayor or Mayor Pro Tem may impose a reasonable limit upon comments made by members of the public, and/or may limit the number of times a member of the public may speak regarding an agenda item.
- (4) Persons addressing the Council must not make personal, impertinent, unduly repetitive, slanderous or profane remarks to the Council, any member of the Council, staff or general public; nor utter loud, threatening, personal or abusive language; nor engage in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting.
- (5) Persons addressing the Council shall not interrupt the Mayor or Council members while they are asking questions or otherwise addressing the speaker.
- (6) Members of the public shall be courteous to their fellow citizens and the proceedings while the Council is in session by avoiding conversations within the Council Chambers and the entrance hallway into the Chambers.
- (7) No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts, which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting.
- (8) Signs, placards, banners, or similar items will not be permitted at any time in the Council Chamber. Exhibits, displays, and visual aids used in connection with presentations for matters on the agenda are permitted.
- (9) Unless addressing the Council or entering or leaving the Council Chamber, all persons in the audience should remain sitting in the seats provided, or when necessary, standing in the rear in a manner which does not block exits.
- (10) A time may be established for public comments for citizens to address the Council on any item which is not on the agenda for that meeting. A time limit may be imposed and citizens are subject to the same rules of conduct as described above. If a prepared statement is available, a copy should be given to the City

Recorder. Generally, members of the Council will not comment upon the comments made by a member of the public. If they are administrative issues, the Council will typically refer them to the City Manager's Office for a response.

- (11) At the discretion of the Mayor or Mayor Pro Tem, or upon a majority vote of the Council, the Mayor or Mayor Pro Tem may order removed from the Council Chamber any person who fails to observe these rules of decorum, including committing any of the acts defined herein as disruptive conduct in respect to a regular, adjourned regular or special meeting of the City Council.
- (12) Disobedience of any lawful order of the Mayor or Mayor Pro Tem, which shall include an order to be seated or to refrain from addressing the Council and any other unlawful interference with the due and orderly course of that meeting is grounds for removal.
- (13) Any person removed at the direction of the Mayor or Mayor Pro Tem will be excluded from further attendance at the meeting from which he or she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Council, and such exclusion shall be executed by any peace officer and/or police upon being so directed by the Mayor or Mayor Pro Tem.
- (14) Any person removed on the basis of disruptive conduct described above may not be allowed to address the Council for up to a maximum of ten (10) meeting days of the Council during which the Council has convened in regular session. The period of prohibition from addressing the Council will be determined by the Mayor or Mayor Pro Tem, and the Council upon a vote, based on the number and severity of prior incidents of disruptive conduct.
- (15) If a speaker is removed from the meeting for disorderly conduct, the Council may elect to postpone voting on the issue being discussed at the time of removal in order to avoid the appearance of retaliatory action.