

NOTICE OF WORK SESSION BY THE CITY COUNCIL
OF THE CITY OF CEDAR HILLS, UTAH

*This meeting may be held electronically via telephone
to permit one or more of the council members to participate.*

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a Work Session prior to their regularly scheduled meeting on **Tuesday, June 2, 2009, at 6:00 p.m.**, at the Cedar Hills Public Safety Building, 3925 W Cedar Hills Drive, Cedar Hills, Utah. The City Council will be discussing the following items:

- Training/Review of City Council Procedure Policies, Parliamentary Procedures, and Open Meetings
- Noticed agenda items for this Regular Council Meeting
- Motion to go into Executive Session, Pursuant to Utah State Code 52-4-205
* * * EXECUTIVE SESSION * * *
Motion to Adjourn Executive Session and Reconvene Work Session

THE PUBLIC IS INVITED TO ATTEND.

Dated this 29th day of May, 2009.

Kim E. Holindrake, City Recorder

- Supporting documentation is posted on the City's Web site at www.cedarhills.org.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Request for assistance can be made by contacting the City Recorder at least 48 hours in advance of the meeting to be held.
- The order of items listed may change due to the needs of the City Council, the staff, and the public.



CITY OF CEDAR HILLS

TO: Mayor McGee, City Council, and Staff
FROM: Kim E. Holindrake, City Recorder
DATE: May 29, 2009

City Council Memorandum

SUBJECT: (Work Session) Training by Utah League of Cities and Towns
APPLICANT PRESENTATION: Brian Hall, Utah League of Cities and Towns
STAFF PRESENTATION: Kim E. Holindrake

Brian Hall, Utah League of Cities and Towns, will train and present information regarding Parliamentary Procedures, the City Council Procedure Policies, and open meeting laws.

The Council can recommend changes to the Procedure Policies for adoption at a future meeting. There are several good procedures in the Parliamentary Document that could be included in the Procedure Policies.

ATTACHMENTS:

- City Council Procedure Policies
- Parliamentary Document



CITY OF CEDAR HILLS

**CITY COUNCIL
PROCEDURE POLICIES**

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CITY COUNCIL PROCEDURE POLICIES

1. PURPOSE

- 1.1 Procedure Policies: These Procedure Policies of the City Council of the City of Cedar Hills are intended for the government of the City Council, the preservation of order, and the orderly transaction of Council business.

2. AUTHORITY

- 2.1 Utah State Code: (UCA 10-3-606)

3. GENERAL RULES

- 3.1 Public Meetings: All official meetings of the City Council (except where State or local law allows for closed sessions) shall be open to the public. (UCA 52-4-201 & 52-4-205)
- 3.2 Location: (City Code 1-5-5A) The location may be changed by the Mayor, or at the written request of at least three (3) Council Members.
- 3.3 Quorum: (UCA 10-3-504)
- 3.4 Recognition by the Presiding Officer: All Council Members, staff and individuals from the general public must be recognized by the Presiding Officer before addressing the City Council on any issue. The Presiding Officer shall recognize Council Members and City staff in the order requested, and shall recognize members of the general public at the request of a Council Member.
- 3.5 Minutes: (UCA 52-4-203) Minutes of the proceedings of these open meetings shall be available for public inspection and posted to the City's Web site after approval.
- 3.6 Audio Recordings: Audio recordings of all meetings shall be made available on the City's web site as soon as practical after the conclusion of the meeting, generally within two (2) days following the meeting.
- 3.7 Written Requests and/or Notices: For purposes of written requests and/or notices, an e-mail sent by each required party to the official e-mail address(es) of the City Recorder, City Manager, Mayor, and all Council Members shall substitute for a written request or signed written statement.

4. TYPES OF MEETINGS

- 4.1 Regular Meetings: The City Council shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special City Council meetings may be called by the Mayor or any two (2) Council Members by giving written notice to the City Recorder and City Manager. (UCA 10-3-502)
- 4.3 Emergency Meetings: Emergency Meetings may be called by the Mayor or any two (2) Council Members to consider matters of an emergency or otherwise urgent nature. The best practicable public notice shall be given. (UCA 52-4-202)
- 4.4 Closed Meetings: The City Council may adjourn to a Closed Meeting (also known as an Executive Session) to discuss topics provided for under state law. Adjournment to a Closed Meeting requires a two-thirds (2/3) vote of the City Council present. (UCA 52-4-204 & 5-4-205)
- 4.5 Work Sessions: The City Council may meet informally in Work Sessions (open to the public) to review upcoming programs of the City, to receive progress reports on current programs or projects, and to discuss policy issues. No final action may be taken in a Work Session.
- 4.6 Retreats: The City Council may meet informally in Retreats (open to the public) to discuss a variety of issues facing the City. While broad general direction may be given, no final action may be taken in a Retreat.
- 4.7 Electronic Meetings: The City Council may conduct electronic meetings where one (1) or more of its members participate by means of a telephonic or telecommunications conference. (UCA 52-4-207)
 - A. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
 - B. The anchor location shall be as specified in Section 3.2.
 - C. No council meeting may be held electronically unless at least two (2) Council Members are present at the anchor location. The meeting shall be conducted from the anchor location by the Presiding Officer. However, if the Presiding Officer is not present at the anchor location, the Council shall select from its membership at the anchor location a Presiding Officer for the sole purpose of conducting the electronic meeting.

- D. Immediately prior to opening the meeting, the Presiding Officer shall communicate with the person who is participating electronically and insure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the Council Member participating electronically wishes to withdraw from the meeting.

5. ORDER OF BUSINESS

5.1 Regular, Electronic, and Special Meetings: The General rule as to the order of business in regular, electronic, and special meetings shall be as follows:

- A. Call to Order - by the Presiding Officer
- B. Pledge of Allegiance - as designated by the Presiding Officer
- C. Invocation - as designated by the Presiding Officer
- D. Public Comments - Time is set aside for the public to express their ideas, concerns and comments. No formal action is taken on items brought up during public comments, but the City Council may direct staff to follow-up on items and/or schedule them with necessary public notice for future meetings.
- E. PUBLIC HEARINGS
- F. CONSENT ITEMS - Minutes of preceding meetings, items that have previously received a preliminary approval by the City Council, and other items that are fairly routine but require final approval by the City Council.
- G. SCHEDULED ITEMS - Items that the City Council may wish to discuss or for which a presentation would be made.

Scheduled items may include the following:

- (1) Formal Items - Ordinances, resolutions, agreements and other obligations of the City that must be approved.
- (2) Discussion Items - Policy, procedural or other legislative or consensus building deliberations that do not include a formal action by the City Council, but may include direction given to staff for future formal consideration.

- (3) Presentation Items - Informational presentations that do not require formal Council action but may include direction given to staff of future formal consideration.
 - (4) Report Items - Final reports or updates of current programs by staff or other representatives that do not require formal action by the City Council.
 - (5) Communication Items - Items received by the Mayor, any Council Member, or the City staff that are intended for the entire City Council. Action or discussion on the communication item may take place if the City Council desires.
- H. MAYOR AND COUNCIL REPORTS - These items do not have formal City Council action and may include any of the following:
- (1) Presentations and Commendations.
 - (2) Reports by Council Members on issues of importance to the City Council and the public.
 - (3) Announcements.
 - (4) Upcoming Community Events.
 - (5) Reports by Council Members on assignments.
- I. EXECUTIVE SESSION (UCA 52-4-204)
- J. ADJOURNMENT - A motion to adjourn requires a second and at least three (3) affirmative votes.
- 5.2 Emergency Meetings: The general rule as to the order of business in emergency meetings shall be as follows: (UCA 52-4-202)
- A. Call to order - by the Presiding Officer
 - B. Scheduled Items
 - C. Adjournment
- 5.3 Work Sessions: In general, work sessions will be held in conjunction with a regular or special meeting and shall be scheduled at the start of these meetings.
- 5.4 Retreats: Off-site retreats will be scheduled by the City Council as it deems necessary.

6. PRESIDING OFFICER AND DUTIES

- 6.1 Mayor as the Presiding Officer: The Mayor, if present at the anchor location, shall act as the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall elect a temporary Mayor Pro Tem who will then preside at the meeting.
- 6.2 Call to Order: Meetings of the City Council shall be called to order by the Presiding Officer. In the absence of both the Mayor and the Mayor Pro Tem, the meeting may be called to order by the City Recorder or Deputy City Recorder for the election of a temporary Mayor Pro Tem.
- 6.3 Preservation of Order: The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members motives; and confine debate to the question under discussion.
- 6.4 Points of Order: The Presiding Officer shall determine all points of order so as to comply with established procedures and policies. The City Council may, with a motion, a second, and at least three (3) affirmative votes, suspend or modify the rules of order for all or a portion of a meeting.
- 6.5 Time Limits: The Presiding Officer shall have the power to set reasonable time limits on input and discussions, ensuring that all Council Members have the opportunity to participate and be heard. When the time limit expires, the City Council may vote to extend the time limit or to take some action on the item.
- 6.6 Substitution for Presiding Officer: In the absence of the Presiding Officer or because of his inability or refusal to act, the City Council may elect a member of the City Council to preside over the meeting as the Presiding Officer.
- 6.7 Motions to be Clear: The Presiding Officer shall ensure that all motions submitted for a vote are clearly understood by the City Council.
- 6.8 Call for Vote: The Presiding Officer shall call for a voice vote unless a member of the City Council requests a roll call vote. The Presiding Officer shall announce the result of the vote. The meeting minutes shall indicate the vote of each Council Member.

7. TYPES OF MOTIONS AND RECONSIDERATION

- 7.1 Motions Require a Second: All motions require a second before they can be discussed or acted upon.

- 7.2 Motions Requiring A Two-Thirds Vote: Motions to adjourn to a closed meeting (UCA 52-4-204, 2/3 present) or expel a member of the City Council (UCA 10-3-607) or the public (UCA 10-3-608) shall require a motion, a second, and two-thirds (2/3) vote of the City Council. (2/3 if 5 present is 4)
- 7.3 Motions: Except for motions where specific requirements are given in State or Municipal code, all motions shall require a second and a minimum of three (3) affirmative votes to be approved. The Presiding Officer shall recognize a motion from a Council Member unless a motion is currently on the floor; in the event two motions are made simultaneously, the Presiding Officer shall recognize the motion that was begun first.
- 7.4 Motions to Amend: Any motion being considered by the City Council may be amended by permission of the maker of the motion and a second from any other Council Member.
- 7.5 Motions to Continue: The City Council may approve a motion to continue any item for further discussion or consideration to the following meeting or to a specific date and time.
- 7.6 Motions to Table: The City Council may motion to table an issue, without scheduling it for future consideration.
- 7.7 Motions to Reconsider a Decision: Any two (2) Council Members who voted in the majority on a motion approved by the City Council may request a reconsideration of the action at the same meeting.

Reconsideration shall follow the two-step process outlined below:

- A. Motion to Reconsider: A motion to reconsider the item must be approved.
- B. Motion on the Item: The discussion and subsequent vote on the item may only take place at the same meeting as the original action. Otherwise, the item must become a new item on a future agenda with appropriate public notice.

8. ORDINANCES, RESOLUTIONS, AND AGREEMENTS

- 8.1 Ordinances: (UCA 10-3-702) Ordinances are generally passed as part of the City Code. The effective date on all Ordinances shall comply with UCA 10-3-712.
- 8.2 Resolutions: The City Council may express a formal opinion or the will of the City Council without it becoming a part of the City Code. The effective date on all Resolutions shall comply with UCA 10-3-719. A resolution may exercise all administrative powers according to UCA 10-3-717.

- 8.3 Agreements: The City Council may enter into an agreement between the City and one (1) or more parties agreeing to do or not to do an act or take a course of action. The effective date on all Agreements shall be the date of execution by the Mayor, unless another effective date is established by the City Council at the time the City Council approves the Agreement.
- 8.4 Form: Ordinances, Resolutions, and Agreements shall be in written form at the time they are passed. (UCA 10-3-507)
- 8.5 Funding: All Ordinances, Resolutions, and Agreements authorizing an expenditure of money shall include the amount, source, and purpose of the expenditure. The budget shall be amended as soon as reasonably possible after the beginning of each quarter so as to include all known and/or projected revenue and expense adjustments.

9. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

- 9.1 Citizen Committees, Boards, and Commissions: The City Council may create policy advisory committees, boards, and commissions with such duties as the City Council may specify that are not inconsistent with the City Code and State Law.
- 9.2 Member Approval: The members of the policy advisory committees, boards, and commissions are appointed by the Mayor with the advise and consent of the City Council in accordance with the bylaws of the committee, board, or commission.
- 9.3 Ad Hoc Citizen Committees: The Mayor may appoint Ad Hoc Citizen Committees to address policy issues of specific concern. Ad Hoc Committees shall continue for a temporary and limited duration.

10. PUBLIC HEARINGS

- 10.1 Purpose: The purpose of public hearings is to provide public input to the City Council on issues on a specific day and time in order for the City Council to be better informed prior to making a decision on the issue.
- 10.2 Time Limited: The Presiding Officer shall determine a reasonable amount of time for each person to address the City Council.
- 10.3 Order of Comment:
- A. The City Council shall first be addressed by the appropriate staff member who will present and discuss with the City Council the issue at hand.

- B. Next, if there is an applicant, the applicant shall discuss with the City Council the issue at hand and present additional or more specific information.
- C. Finally, any person desiring to address the City Council shall have written their name on the sign up sheet provided by the City for that specific public hearing and shall be recognized to speak to the City Council by the Presiding Officer. The Council Members may request clarification on comments from any speaker, and the speaker shall be allowed to respond.

10.4 Procedures:

- A. The Presiding Officer shall conduct all public hearings and should review the rules for public hearings prior to comment.
- B. The Presiding Officer should courteously limit repetition and retain flexibility for additional comments but only on new information.
- C. Under the discretion and the authority of the Presiding Officer, the public hearing shall be closed after hearing the public comment unless the City Council wishes to continue the hearing to another specific date and time. No further remarks by the public will be heard once the hearing is closed unless specifically requested by the City Council.
- D. The City Council may continue a public hearing or continue City Council consideration to another specific date and time.
- E. Upon completion of the public hearing, the City Council may discuss and take appropriate action on the issue during the scheduled items portion of the meeting.

10.5 Manner of Addressing the City Council: Each person addressing the City Council shall come forward and shall state their name and address of residence in an audible tone of voice for the record. All remarks shall be addressed to the City Council as a body, and not to any specific member(s) thereof.

10.6 Questions from Council Members: The Council Members may request clarification or additional input from the staff, applicants, or the general public through the Presiding Officer during the scheduled items portion of the meeting.

11. RULES OF CONDUCT

11.1 Disorderly Citizens: (UCA 10-3-608)

11.2 Disorderly Council Members: (UCA 10-3-607)

12. AGENDAS

12.1 Procedure:

- A. Generally the Mayor and staff work together to create the agenda as dictated by the needs of the City.
- B. Two (2) or more Council Members may add any item to the agenda by providing a written request to the Mayor, City Manager, and City Recorder at least seven (7) days prior to the scheduled Council meeting.
- C. Two (2) or more Council Members may add any item to the agenda of a future Council meeting by formally requesting the item during a prior Council meeting. The request should appear in the minutes including the names of the supporting Council Members.
- D. Requested items requiring research or additional work from the Mayor or staff will be added to the agenda when the work is complete. Work and research items shall be completed within a reasonable time period. The Mayor or City Manager will, upon request, provide a meeting date for which the item will appear on the agenda.
- E. For ordinances or resolutions, the requesting Council Members should work with the City Manager to complete the requested text and memos one (1) week prior to the meeting.
- F. For items of great urgency and where it is in the City's best interests, the Mayor may add items to the agenda in accordance with established legal requirements for public notice.
- G. Up to two (2) days prior to the scheduled meeting, the Mayor may, at his or her discretion and upon immediate notification in writing to all Council Members, the City Recorder, and the City Manager, remove items from the agenda when any of the following apply:
 - (1) There are no longer at least two (2) requesting Council Members that want the item to be on the agenda.
 - (2) Additional required information or related documents (such as plat maps, research reports, approval documents, etc.) are not complete six (6) days prior to the Council meeting.
 - (3) The Mayor deems it in the best interests of the City to postpone the item on the agenda.

Two (2) or more Council Members may override the Mayor's removal of an item and force the item onto the agenda by providing written notice to the Mayor, City Manager, and City Recorder. Once overridden, the Mayor may not again remove the item except at the written request of both overriding Council Members.

12.2 Agenda Collateral:

- A. Staff shall, whenever possible, provide Council Members with the relevant meeting collateral, including memos, plat maps, reports, and written copies of resolutions, ordinances, and agreements within a reasonable amount of time prior to a scheduled meeting, generally five (5) days prior to the meeting.
- B. Whenever possible, an electronic and publicly available copy of the agenda collateral shall also be published on the City's website within a reasonable amount of time prior to a scheduled meeting, generally two (2) days prior to the meeting.

12.3 Meeting Follow-Up: Staff shall provide a list of follow-up items within a reasonable amount of time following a meeting, generally within two (2) days following the meeting.

13. MEETING ADJOURNMENT

13.1 Time Limited: Meetings shall be adjourned at 11:00 p.m. unless a motion is made to extend the meeting to a specific time.

PREFACE

Systematic rules of parliamentary procedure have gradually evolved over centuries. Their purpose is to facilitate the business of the group and to ensure an equal opportunity for all group members to contribute and participate in conducting the business.

Robert's Rules of Order, first published in 1876, is the most commonly used system of parliamentary procedure in North America. The current edition, on which this resource is based, runs to over 300 pages. An attempt has been made to extract the most important ideas and most commonly used procedures, and to package these in a short, simple, accessible and understandable form. This document represents a simplified set of rules for the City of American Fork.

To successfully play a game, one needs to know the rules. These are the basic rules by which the American Fork City Council will operate. After browsing this resource, the reader will hopefully feel comfortable to confidently participate in the intriguing process of the Council.

Note: Much of this analysis and suggested approach to conducting meetings was furnished by Troy K. Fitzgerald, Springville City Attorney.

SIMPLIFIED RULES OF ORDER

Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. In general a motion must be resolved before dealing with other business.
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally—for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those whose meeting it is.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Preparing for a Meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things the chair can do prior to the meeting to help ensure that things will go smoothly.

By far the most important thing a chairperson can do to ensure a successful meeting is to do his / her homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any "new" business likely to be introduced. Such preparation will enable the person to anticipate most of the questions likely to be asked, information needed, etc.

Procedures Used in Meetings

Quorum of Members

Before a meeting can conduct business it requires a *quorum*—the minimum number of members who must be present at the meeting before business can be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people. According to the City Code of American Fork, a Quorum consists of a majority of the City Council elected. (Five members, a Quorum is three) American Fork City Code §2.04.050.

The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn.

The Agenda

The *agenda* consists of the items of business to be discussed by a meeting. The city recorder gathers information on items for preparing the agenda with input from all staff and elected officials. The Mayor establishes the items to be on the agenda. The Mayor can amend the agenda. If the agenda is amended, the Mayor informs the city recorder and the city recorder sees to it that it is distributed. There is a state law requiring 24-hour notice of the agenda.

Each item of business on the agenda will come before the meeting unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed, or (4) the meeting runs out of time before the item can be discussed.

Debate on Motions

Business is accomplished in meetings by means of debating *motions*. The word "motion" refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is advantageous to permit limited discussion of a general topic before a motion is introduced. An introduction of the topic and preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. Often, this can be accomplished in the work session. This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control.

Proper Wording of a Motion

Much time can be wasted at meetings when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

Determining Results of a Vote

Most motions are decided by a *majority* vote—more than half the votes actually cast, excluding blanks or abstentions in accordance with the American Fork City Code.

Roll Call Vote

The name of each delegate or representative is included in the minutes of the meeting, together with his or her vote. Roll Call Votes should be taken on all ordinances and resolutions.

Voting Rights of the Chair

The Mayor only votes in the event of a tie. American Fork Code §2.12.050

The Motion

When a motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed

of, by discussion and amendment, withdrawal, replacement, tabling, postponement or rejection. If a motion is not seconded, it dies. The chair will state something like: "The motion dies for lack of a second." Please see attached Motion Process chart.

Unless the motion is very short and simple, or unless the city staff has not prepared a cover sheet, the mover should use the language the mover should use the language of the cover sheet.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn." See section on agenda.)

Table 1. Motions and Their Treatment

Rank	Motion	may interrupt speaker	second required	debatable	amendable	may be reconsidered	majority required
1	Fix time to adjourn		X		X	X	X
2	Adjourn		X				X
3	Recess		X		X		X
4	Table		X				X
5*	Limit/extend Limits of debate		X		X	X	
6	Postpone to a certain time		X	X ¹		X	X
7	Amend		X	X	X ²	X	X
8	Postpone Indefinitely		X	X		X ³	X
9	Main motion	X	X	X	X	X	X

* Chair will regulate debate, but council may move to limit debate if debate is not adding new, valuable information.

1. Only as to propriety or advisability of postponing and of postponing to a certain time.
2. An amendment to a motion will be discussed and revised as needed.
3. Can be reconsidered only if the motion is passed.

Postpone Indefinitely

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion.

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration. It requires a seconder, may be debated (including debate on the main motion), cannot be

amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also "Postpone to a Certain Time".)

Amend

An *amendment* is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the "motion as amended" or, if all amendments are defeated, on the original motion.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion ("as amended," if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone.

A motion may be postponed definitely to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed in the same meeting has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion

immediately after the other business has been concluded.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the particular time, can be amended, can be reconsidered, and requires a majority vote if the postponement is to a subsequent meeting. However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, "I move that debate on this motion be limited to 15 minutes") or it might limit the time taken by each speaker ("I move that debate on this motion be limited to two minutes per speaker").

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, and can be reconsidered.

Table (Lay on the Table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the chair or council so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not list the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to "bury" it by tabling.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess) It cannot be reconsidered, and requires a majority vote.

Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made

and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

Fix Time to Which to Adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting-before adjourning or postponing the business-may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion *to fix the time to which to adjourn* can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day. This motion should not be necessary if the chair moves the agenda along or is sensitive about the length of a meeting.

The usual form is: "I move that the meeting adjourn to Thursday, October 23, at 19:30 at ____." The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

Suspension of the Rules

Sometimes a meeting wants to take an action, but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. *A meeting may not suspend any ordinance or state law.* After the meeting has taken the action it wants to take, the rules that were suspended come into force again automatically.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes. The City Recorder notes by name in the minutes the council members' vote if voting is not unanimous.

Motions That Bring a Question Again Before the Assembly

There is a motion that can bring business back to a meeting. This is to Take from the Table.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: "That the question concerning _____ be taken from the table." Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the table passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Motion Process

Agenda Action Item: Must be public-noticed 24 hours prior to meeting.

Background: By chair or other council members or staff.

Motion: As stated on cover sheet or as revised by motioner.
Repeated by chair for clarity/understanding.

Second: Generally done prior to discussion. If no second, member may request discussion before Seconding. If no stated preference for discussion and no second, the motion dies for lack of a second.

Discussion on motion or amendment, and motion options:

1. Amend—proposed wording changes to original motion
2. Second—if delayed until after discussion
3. Withdraw—if none of council objects, to consolidate amendments into a new, forthcoming replacement or substitute motion.
4. Table—lays motion aside temporarily, specifying no date for consideration.
5. Postpone indefinitely—intent is to suppress or kill.
6. Postpone to a certain time or date—must be specified as later in the meeting or at a specific future meeting.

Vote:

- Approve by saying “aye”; amendments must be voted on prior to voting on original motion.
- Reject by saying “nay”