

## Alta Town Council

### Re: Meeting Rules and Procedures



**From:** Chris Cawley, Jen Clancy

**Date Written:** February 8, 2024

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Pursuant to Utah Code 10-3-606, the Town of Alta is required to adopt rules of order and procedure to govern its meetings of the Town Council. Currently, the council is operating under the rules and procedures that were adopted on November 9, 2022, via Resolution 2022-R-19<sup>1</sup>.

During a review of the meeting rules and procedures at the January council meeting the council invited staff to update the rules and procedures. In summary the council wanted to:

- Follow state code
- Add an emergency meeting provision and adjust the timeline for special meetings
- Add the ability for a councilmember to abstain from votes
- Soften some of the language in such a way that it provides helpful timing guidelines to keep the staff and council moving forward yet acknowledges unexpected situations can happen.

During review of the Town's Resolution, staff reviewed the Town's meeting ordinance<sup>2</sup> -Title 1, Chapter 5, Section 4: Meetings; Procedure and Conduct. Staff and legal counsel recognized that to make some of the changes requested, an ordinance update also made sense. Additionally, because the intent of the council was to follow state code, we are recommending that the council repeal the Town ordinance 1-5-4 and adopt Resolution 2024-R-4.

#### **Recommendation:**

Staff recommends repealing Town Code 1-5-4 by passing Ordinance 2024-O-3 and adopting Resolution 2024-R-4 to update the meeting rules and procedures as drafted.

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<sup>1</sup> <https://townofalta.com/wp-content/uploads/2022/11/2022-R-19-Alta-Rules-of-Procedure-Resolution-1.pdf>

<sup>2</sup> [https://codelibrary.amlegal.com/codes/altaut/latest/alta\\_ut/0-0-0-199](https://codelibrary.amlegal.com/codes/altaut/latest/alta_ut/0-0-0-199)