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CHAPTER 3-300. MEETINGS OF GOVERNING BODY.

PART 3-310. REGULAR MEETINGS.
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3-311. TIME, PLACE - EXCEPTIONS. The governing body shall hold _____ regular meeting(s) which shall be held on the _____ of each month at _____, which meeting(s) shall begin promptly at _____ o'clock ____m., during mountain standard time and at _____ o'clock ____m., during mountain daylight time provided that:

A. If the meeting date is a legal holiday, then the meeting shall be held at the same time and place above described on the next following day which is not a legal holiday.

B. The governing body may by resolution provide for a different time and place for holding regular meetings of the governing body.

PART 3-320. SPECIAL MEETINGS. See U.C.A. § 10-6-19.

PART 3-330. VOTING. See U.C.A. § 10-6-7.

3-331. ROLL CALL. On every ordinance or resolution and on every motion or other business where a roll call vote is requested by any member of the governing body or is otherwise required, the recorder/clerk shall call the roll in alphabetical order and record the vote.

3-332. CREATION OF LIABILITY AGAINST MUNICIPALITY. See U.C.A. § 10-6-9.

3-333. RECONSIDERATION OF VOTE.
See U.C.A. § 10-6-10.

PART

3-340. PUBLIC MEETINGS, EXECUTIVE SESSION, RECORDS AND PUBLICATION.

3-341. BUSINESS TO BE CONDUCTED ONLY IN OPEN MEETING. See U.C.A. § 10-6-9 and 52-4-2.

3-342. EXECUTIVE SESSION. See U.C.A. § 52-4-3.

3-343. PENALTY FOR VIOLATING THIS PART.
See U.C.A. § 52-4-4.

3-344. PUBLIC RECORDS.

- A. The records of this municipality shall be open to inspection by the public during regular business hours, except as is herein provided.
- ✕ B. Any public record of this municipality may be copied or electronically reproduced for any member of the public on payment to the recorder of the sum of _____ for the first page copied and _____ for each page copied thereafter, whether the copy is of the same or another document or page.
- C. Any elected official of this municipality shall at all times have the right to inspect the books, records and papers of the municipality.

3-345. RECORD OF PROCEEDINGS. The recorder/clerk shall keep a record of the proceedings of the meetings of the governing body, except that minutes of the executive session shall not be available to the public until such time as the governing body shall make them public or by an order of court.

PART

3-350. CONDUCT OF MEETING AND ORDER OF BUSINESS.

3-351. RULES OF PROCEDURE. Except as otherwise specifically required or provided by law, these ordinances, or by resolution of the governing body, the most current edition of *Robert's Rules of Order* shall govern the procedure and conduct of the meetings of the governing body.

~~Y 3-352. **AGENDA.** All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the governing body shall be delivered to the recorder/clerk, at least _____ hours prior to each governing body meeting, whereon the recorder/clerk shall immediately arrange a list of such matters according to the order of business and furnish each member of the governing body, and when present, the attorney, with a copy of the same prior to the governing body meeting and as far in advance of the meeting as time for preparation will permit. Only the foregoing matters shall be presented to the governing body by administrative officials, except those of an urgent nature, provided that the governing body may, by motion, waive the requirements of this section.~~

See
Ordinance 2004-5

3-353. ORDER OF BUSINESS.

~~A. At the time and place set for each meeting of the members of the governing body, the business of the municipality shall be taken up for consideration and disposition in the following order unless otherwise provided by motion of the governing body:~~

1. Roll call
2. Reading of minutes of previous meeting.
3. Approval of minutes of previous meeting.
4. Petitions, remonstrances and communications.
5. Introduction and adoption of resolutions and ordinances.
6. Report of officers - boards - committees.
7. Unfinished business.
8. New business.
9. Miscellaneous.
10. Appropriations.
11. Adjournment.

~~B. The governing body may by motion change, amend or delete any agenda item provided for in this section.~~

See
Ordinance 2004-5

3-354. ACTION ON COMMITTEE REPORTS DEFERRED. See U.C.A. § 10-6-11.

3-355. DISCIPLINE OF MEMBERS.

Cities see U.C.A. § 10-6-21.