

CITY OF MONTICELLO

RESOLUTION 2025-14

**A RESOLUTION ESTABLISHING RULES OF ORDER AND PROCEDURE FOR THE
GOVERNING BODIES OF MONTICELLO CITY**

WHEREAS, Monticello City recognizes the need to conduct the business of the City in an orderly, fair, and efficient manner; and

WHEREAS, the City Council and the Planning Commission are entrusted with making important decisions affecting the community and its citizens; and

WHEREAS, the establishment of clear rules of order and procedure promotes transparency, consistency, and efficiency in public meetings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Monticello City, that set rules of order and procedure are hereby established and adopted to govern the meetings of the Monticello City Council and the Monticello City Planning Commission; and

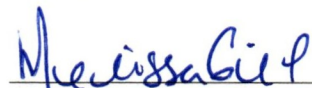
BE IT FURTHER RESOLVED that these rules shall guide the conduct of meetings, ensure orderly discussion, and provide a consistent framework for decision-making in accordance with state law and City ordinances.

This Resolution Shall Become Effective Upon Date of Passage.

PASSED, ADOPTED, AND APPROVED THIS 26TH DAY OF AUGUST 2025.


Bayley Hedglin, Mayor

ATTEST:


Melissa Gill, CMC, UCC



Rules of Order and Procedure for Monticello City Council and Planning Commission Meetings

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Section 1 – Role and Authority of the Council and Commission Chair

1.0 – Role of the Council Chair (Mayor) and Commission Chair

- A.** The Mayor shall serve as Council Chair and preside at all City Council meetings. The Planning Commission may choose a Commission Chair each January to reside at all Planning Commission meetings.
- B.** Shall determine that a quorum is present before transacting business.
- C.** Shall recognize and call upon speakers.
- D.** Shall determine if motions are in order.
- E.** Shall preserve order and enforce the rules of procedures and conduct.
- F.** Open discussion and introduce items listed on the agenda. The Mayor/Commission Chair reserves the right to change the order of the agenda at his/her discretion.
- G.** While the Mayor/Chair has the authority to preserve decorum in meetings, the City Manager is also responsible for the orderly conduct and decorum of all city employees under the City Managers direction and control.

Section 2 – General Information on Public Meetings

2.0 General Rules

- A. Quorum** – The minimum number of City Council members necessary to constitute a quorum is three (3), excluding the Mayor. The minimum number of Planning Commission members to constitute a quorum is two (2).
- B. Attendance** – Excused absence shall be granted to any Council/Commission member when requested in advance.
- C. Robert's Rules of Order** – Robert's Rules of Order, 12th Edition or newer, are adopted and incorporated herein by reference.

2.1 Regular Meetings

- A. Standing Location, Date and Time** – Regular City Council meetings shall be held on the second and fourth Tuesdays of each month beginning at 7:00 pm. Regular Planning Commission meetings shall be held on the first Tuesday of each month beginning at 6:30 pm. Meetings shall be convened in the Hideout Community Center, 648 S Hideout Way, in Monticello City.
- B. Alternate Location, Dates and Times** – The City Council/Planning Commission may elect to meet at alternate locations, dates, and times. Upon such election, public notice shall be given of the change in accordance with Utah State Law.
- C. Cancellation and/or Rescheduling of Meetings** – Any regular meeting may be canceled or rescheduled by a majority vote of the City Council/Planning Commission. The City Recorder shall ensure that any cancellation, alternate date/time or alternate location is published on the City's website or other generally accepted medium, as designated by city ordinance or State Law.

2.1 Monticello 101

A. When determined necessary, the City Council may conduct meetings prior to regular City Council meetings, or on other days approved by the city Council, to allow the City Council to informally review items of interest. The time of the workshop meeting will be posted in accordance with State Code. The City Council may not take formal action on items during the Monticello 101 meeting.

2.2 Special Meetings and Emergency Meetings

A. Consistent with State Law, special meetings may be called at any time by the Mayor, two or more members of the City Council, or the Planning Commission Chair. The City Recorder shall post notice thereof as provided by State Code. Special meetings may be held at any location, if such meetings are conducted in accordance with State Code.

1. At least three hours' notice will be given of any special meeting.
2. An order for the special meeting is to be entered in the minutes of that meeting.

2.3 Notice of Meetings

A. Posting in General Circulation – The City Recorder shall publish in at least one newspaper in general circulation within the city, a statement of dates, times and places of the City Council and Planning Commission meetings for the calendar year. Posting shall occur at least one week prior to the first regular meeting of the calendar year. One additional alternate posting shall be on the City's Website.

B. Posting of the Agenda – The regular City Council and Planning Commission meeting agendas shall be posted by 6:00 p.m., the Friday, four (4) calendar days prior to the next Tuesday regular scheduled meeting. However, urgent or time sensitive agenda items and agenda information may be posted up until 24 hours prior to the City Council/Planning Commission meeting as provided by law. Any emergency items may also be posted up until said 24 hours prior to the City Council meeting as provided by law.

C. Conformity – The City Recorder shall check at reasonable intervals to ensure that these postings remain accurate, are accessible to the public, and conform to State Code.

Section 3 – Agenda Submission Deadlines and Distribution

3.0 – Deadline for Submission and Removal of Agenda Items

A. Deadline for the General Public – All items submitted by the general public to be presented at regular City Council/Planning Commission meetings must be in writing and include all desired supporting documentation and material. The general public deadline for submitting an item to the City Recorder is 1:00 p.m., Tuesday, seven (7) days prior to the next Tuesday regularly scheduled meeting at which the item(s) are to be presented. As an alternative, the general public may raise any item with the City Council/Planning Commission that is not on the agenda, during a regular meeting's public comment section of the agenda.

B. Deadline for City Council – The deadline for a City Council Member/Planning Commissioner to submit an item to the City Recorder is 1:00 pm, Thursday, prior to the next Tuesday meeting, or five (5) days prior to the meeting if the meeting falls on an alternate day of the week. Items, including staff reports and supporting material, submitted by the City Council/Planning Commission to present at the regularly scheduled meeting must be in writing and submitted per the referenced deadlines to ensure sufficient time to complete internal administrative reviews of proposed agenda items.

C. Removal of Agenda Items –

1. Individuals may request the Mayor, Planning Commission Chair, or City Recorder to remove any item they submitted from the agenda at any time.
2. The Mayor, Planning Commission Chair, or City Manager, has the authority to remove agenda items.
3. In the event items are directed not to be placed on an agenda or removed from an agenda by the Mayor, Planning Commission Chair, City Manager, or City Recorder after posting, the governing body shall be informed of such removal, or directive. Additionally, any such removals after posting shall be reflected in the revised agenda as a redline strikeout notation.
4. Staff Reports are to be independent of edit or modification by members of the governing body prior to their submission to the Recorder and placement of the Council Agenda. If, however, a member of the governing body desires specific information be included in staff reports, such requests shall be directed to the City Manager.

3.1 – Agenda Posting and Material Upload

A. Posting of Agenda – Barring unavoidable difficulties or holidays, Meeting Agendas will be posted 6:00 p.m. Friday, prior to the next Tuesday meeting, or four (4) days prior to the City Council/Planning Commission meeting if the meeting falls on an alternate day of the week. The Meeting Agenda may not be changed, this includes but is not limited to adding, removing or modifying any individual item of the Agenda, within twenty-four (24) hours prior to the Meeting, pursuant to Utah Code 52-4-202, and the Public Notice Website.

B. Media Notification – Media notification shall be accomplished by the City's upload to the Utah Public Notice Website.

3.2 – Agenda Item Information

A. Support Material for Agenda Items – Each agenda item shall be accompanied with any support material needed for Councilmembers/Commissioners to take action.

B. Numbering and Indexing of Agenda Items – All items shall be numbered or lettered sequentially for purposes of consideration of the Agenda.

C. Non-Agenda Items – While matters not on the agenda may be discussed, no final action can be taken on any matter not on the written agenda.

Section 4 – Participation in Public Meetings

4.0 – Councilmembers'/Commissioners' Right to Speak

A. Requesting to Speak – While each member has the right to speak, the Councilmember/Commissioner must request this right by addressing the Chair. The Chair must recognize any Councilmember/Commissioner who seeks the floor when appropriately entitled to do so. Upon being recognized, the Councilmember/Commissioner may proceed.

B. Staying on Topic – Councilmembers/Commissioners will limit their comments to the subject matter, time or motion being currently considered by the governing body.

C. Interrupting – A Councilmember/Commissioner, when given the floor, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another Councilmember/Commissioner, or unless the speaker chooses to yield a question from another Councilmember/Commissioner. Councilmembers/Commissioners shall not be interrupted in making a motion. Any motion shall be allowed to proceed for a second.

4.1 – City Employees' Right to Speak

A. City Manager and Administrative Level Officials – The City Manager and any other appointed, administrative level official shall be entitled at all times to any privilege of the floor for the purpose of speaking upon any question that pertains to their duties, responsibilities and authority.

4.2 – General Participation in Public Meetings and Public Hearings

A. Invited to Attend – All are welcome to attend City Council and Planning Commission public meetings and hearings and will be admitted up to the fire safety capacity of the room.

B. Addressing City Council/Planning Commission – The Chair must first recognize any party representing an item on the agenda, desiring to address the governing body. When called upon, the person will approach the podium and state their name to be included in the meeting minutes. If speaking for groups, the name of the group should be stated.

C. General Public Comment to Agenda and non-Agenda Items – There shall be a portion of the City Council/Planning Commission Meeting designated as Public Comments for non-Agenda Items. During this time the public may address non-agenda items to the Council/Commission. Each speaker will be allowed three (3) to five (5) minutes to speak, depending on the amount of public comment requests. This segment shall be limited to twenty (20) minutes, total. Persons representing an agenda item shall confine their remarks to matters related to the agenda item (Please refer to Item 4.2 F).

D. Equitable Time to Speak – To guarantee all persons, on the agenda, and acting as presenters an opportunity to be heard, initially, all such speakers will be given the same amount of time to speak. Presentations shall be limited to twenty (20) minutes each but may be extended or shortened at the discretion of the Chair.

E. Rules of Conduct for the Governing Body – Subject to State Rules, Regulations, or Code, Councilmembers/Commissioners may expel any other Councilmember/Commissioner on a two thirds vote, for acts that in the governing bodies majority opinion, rise to a degree of substantially disrupting the orderly function of the Meeting.

F. Rules of Conduct for the General Public – All comments made must fall within the purview of Monticello City's Legislative or Administrative Bodies jurisdiction. Members of the audience shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, clapping, whistling, stamping, or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the meeting unfeasible. Such demonstrations shall not be permitted and those engaged in such conduct will be removed from the meeting room at the discretion of the Chair.

G. Banners and Signs – No placards, banners, or signs will be permitted in the City Council/Planning Commission chamber or in any room in which the City Council/Planning Commission is meeting. Exhibits, displays, and visual aids used in connection with agenda items are permitted.

Section 5 – Motion Procedures

5.0 Motions

A. Any matter that requires a decision shall be brought before the Council/Commission by motion.

1. Other than a Motion to Adjourn, Motions are not permitted during Monticello 101 meetings.

B. A Council Member/Planning Commissioner may call for a motion at any time and shall be recognized by the Chair.

5.1 Allowed Motions

A. There are three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

1. Initial Motion – The initial motion is the one that puts forward an item for the City Councils/Planning Commissions consideration. An initial motion might be: "I move that we adopt...". The commencement of an initial motion suspends debate. The Chair shall recognize the motion and allow for the opportunity of a second, at which point, there may be discussion on the motion by the Council/Commission, but no further public comment. If there is not second, or a motion is defeated, debate may continue unless, or until there is another motion offered.

2. Motion to Amend – If a Councilmember/Commissioner wants to change the initial motion that is before the City Council/Planning Commission, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...". A motion

to amend takes the initial motion that is before the Council/Commission and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

3. Substitute Motion – If a Councilmember/Commissioner wants to completely do away with the initial motion that is on the floor and put a new motion before the Council/Commission, they would make a substitute motion. A substitute motion might be: “I move that we refer ordinance number 10-1 to the Planning Commission for its recommendation”.

5.2 Allowed Number of Motions on the Floor at the Same Time

A. There can be up to three motions on the floor at the same time and no more than three. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

5.3 Motions Not Debatable

A. The following motions are not debatable – a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

5.4 Reconsidering a Motion

A. A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider.

1. Timing – A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council/Planning Commission if the item is properly placed on the agenda.

2. A motion to reconsider cannot be made at a special meeting of the Council/Commission unless the number of members present at the special meeting equals or exceeds the number present at the meeting when the action was approved.

3. A motion to reconsider can only be made by a member who voted in the majority on the original motion.

Section 6 – Voting Procedures

6.0 Council/Commission Voting

A. Methods of Voting – As prescribed by State Law, a roll call vote is to be taken for all ordinances, resolutions, and any action that creates a liability to the City. Each Councilmember's/Commissioner's vote must be clearly set for the record. No member shall address the Chair or demand the floor while a vote is being taken. Every resolution or ordinance shall be in writing before the vote is taken.

B. Abstention – Every Councilmember/Commissioner present has the right to abstain from voting. Abstentions are the equivalent to a no vote when determining the outcome of the vote since it takes three (3) votes to pass any matter in City Council meetings and two (2) votes to pass any matter in Planning Commission meetings.

C. Voting Results – The Chair shall announce the results of the voting, and state whether the matter voted upon passed or failed.

D. Minimum Vote Required – The minimum number of yes votes required for passing of any ordinance or resolution or to take any action, unless otherwise prescribed by State Law, is a majority of the voting members of the Council/Commission. Any ordinance, resolution or motion of the City Council/Planning Commission having fewer favorable votes than required is defeated and invalid.

E. Voting by the Mayor – The Mayor is a non-voting member of the City Council except as provided by State Law: Utah State Code 10-3b-302

1. The Mayor by State Law may vote on each matter for which there is a tie vote of the other Councilmembers present; or when the Council is voting on:

- a. Whether to appoint or dismiss a municipal manager; or
- b. An ordinance that enlarges or restricts the Mayor's powers, duties, or functions.

F. Tie Vote – A tie vote results in a lost motion. In such an instance, any member of the City Council/Planning Commission may offer a motion for further action. If there is no affirmative vote, the result is no action. A vote of 2-2 with one abstention in City Council and a vote of 1-1 with one abstention in Planning Commission means the motion fails. Only when one City Councilmember is absent and the vote is 2-2, the Mayor is entailed to vote.

Section 7 – Order of Business for Regular Meetings

7.0 General Order for City Council

A. City Council Meetings will be generally conducted in the following order, unless otherwise specified.

1. Call to Order
2. Invocation/Opening Remarks/Pledge of Allegiance
 - a. Approval of the minutes of previous meetings (1st meeting of each month)
 - b. Approval of bills as paid (1st meeting of each month)
3. Public Comment
4. General Business/Action Items
5. Follow Up Items
6. Administrative Communications
7. Consider Upcoming Agenda Items
8. Adjournment

7.1 General Order for Planning Commission

A. Planning Commission Meetings will be generally conducted in the following order, unless otherwise specified.

1. Call to Order
2. Approval of the minutes of previous meetings
3. Public Comment
4. General Business/Action Items
5. Administrative Communications
6. Consider Upcoming Agenda Items
7. Adjournment

7.2 Standard Adjournment

A. The hour of adjournment is 10:00 p.m. and will not continue beyond that time without a majority vote of the City Council/Planning Commission.

1. To assist in making the determination to continue past the hour of adjournment, the Council/Commission may determine if deliberation could be concluded by 10:30 p.m. and continue to that time. Otherwise, all items remaining after the hour of adjournment will be deferred until the next scheduled meeting.

Order of Business for Public Hearings

8.0 – General Order

A. Public Hearings will generally be conducted in the following order, unless otherwise specified by Council/Commission.

B. Notice of statutory Public Hearings will be posted as required by Law. Additional or voluntary Public Hearings should be noticed as practicable or as can be reasonably accommodated.

C. The members of the City Council/Planning Commission will receive a staff report on the matter in the agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report, which will become part of the Public Hearing record, and to become familiar with the item prior to the Public Hearing.

D. When the Public Hearing is called, staff will summarize the matter as contained in the staff report or request a continuation to a future meeting. The City Council may ask staff questions for clarification.

E. The Chair opens the Public Hearing.

F. Subject to reasonable administrative procedures, all members of the public should be given the opportunity to speak during the Public Hearing. General comments and questions from the public may be limited to a maximum of five (5) minutes per person, however, the spokesperson for larger groups may be allowed up to ten (10) minutes (time permitting).

Individuals or groups shall not be allowed to defer any portion of their time to other speakers.

G. No repetitive or redundant testimony is allowed.

1. A speaker shall not present the same or substantially the same items or arguments to the Council/Commission repeatedly or be repetitious in presenting their oral comments.

2. To expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Any group of individuals wishing to address the Council/Commission on the same subject matter is encouraged to designate a spokesperson. With the consent of the Council/Commission, the Chair may extend the time allocations for a designated spokesperson as needed.

H. Following each presentation, members of the City Council/Planning Commission may question the speaker(s).

I. When all parties have been heard and there are no additional requests to speak the Chair shall close the Public Hearing.

J. Upon completion of public comment, the Council/Commission shall be allowed to deliberate and discuss without interruption.

K. If the Council/Commission raises new issues through deliberation and seeks in its discussion to take additional public testimony, the Public Hearing may be reopened. At the conclusion of additional public testimony, the Chair shall again close the Public Hearing.

L. Any member of the Council/Commission may make a motion to:

1. Continue the Public Hearing to a future date to allow for further study/discussion; or

2. Close the Public Hearing and do one of the following:

a. Approve the matter as submitted,

b. Conditionally approve the matter with certain revisions,

c. Deny the matter, or

d. Deny the matter without prejudice (this action will allow the applicant to re-file without waiting a specified time period and will permit the waiver of any required fees).

M. The applicant may withdraw the matter at any time before a vote is taken by the City Council/Planning Commission.