

TOWN OF BLUFF

RULES OF ORDER AND PROCEDURE

AMENDED FEBRUARY 17, 2026

Pursuant to Utah Code 10-3-606 the Town of Bluff ("Bluff") hereby adopts the following amended Rules of Order and Procedure to govern the meetings of the Bluff Town Council ("Town Council"). See *a/so* Ordinance No. 2020-7a-4, "An Ordinance Authorizing Electronic Meetings," passed April 7, 2020, which is incorporated herein by reference.

Part I. Applicability

Rule 1. The effective date of these Rules of Order and Procedure, as amended, is February 17, 2026, and remains effective until amendment or modification. The previous versions of these procedures were adopted on September 25, 2018, May 11, 2021, June 1, 2021, and April 1, 2025.

Rule 2. The Rules will be available to the public at each meeting and on the Town's website. Utah Code 10-3-606.

Rule 3. In addition to these Rules, the Town Council shall comply with all of the required procedures contained in Utah Code.

Part II. Meeting Types

Rule 5. Regular and Special Council Meetings. Utah Code 10-3-502

A. The town council shall:

1. by ordinance publish and prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and
2. hold a regular meeting at least once each month.

B. The Mayor of Bluff or two council members may order the convening of a special meeting of the council. Utah Code 10-3-502.

1. Each order convening a special meeting of the council shall:
 - a. Be entered in the minutes of the council; and
 - b. Provide at least three hours' notice of the special meeting.
2. The town recorder or the mayor shall serve notice of the special meeting on each council member who did not initiate the order by text message, email and voicemail.

3. The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (B)(2).

Rule 6. Business of Governing Body Conducted Only in Open Meeting. Utah Code 10-3-601. All meetings of the governing body of Bluff shall be held in compliance with the provisions of Title 52, Chapter 4, Open and Public Meetings Act. Utah Code 52-4.

Rule 7. Quorum Defined. Utah Code 10-3-504

- A. The number of council members in Bluff's five-member (5) council necessary to constitute a quorum is three (3).
- B. A council member or the mayor may electronically participate in the meeting and that person's appearance shall be counted in the quorum. Unless provided for by separate rule or ordinance, arrangements to electronically participate should, to the extent possible, be made 24 hours in advance of the meeting.

Part III. Meeting Procedures

Rule 8. Role of the Presiding Officer. The mayor shall open and introduce items on the agenda in order, unless the mayor feels like there is a good reason to go out of order or there is a request to do so made by another council member.

- A. If the item is one that requires discussion, the council members can consider the item in a polite, civil, free-for-all type of exchange of ideas for as long as they feel necessary.
- B. The mayor may or may not, at his or her discretion, allow members of the public or staff to participate in the discussion.
- C. When the mayor thinks the discussion has gone on long enough, and the item is one that requires a decision of the council, the mayor can ask for a vote on the matter.
- D. Any council member who has had enough of the discussion can at any time also ask the mayor to either move on to the next item or call for a vote on the item. If a majority of the other council members agree, the mayor shall call for a vote or move on to the next item, as appropriate. No formal motions or seconds are required or necessary.

Rule 9. Procedure for Proposing and Disposing of Motions.

- A. In the instance that the mayor is not prepared to call for a vote on an issue listed on the agenda as scheduled for a vote, a member of the council may make a motion to call for a vote.

- B. The member should state the motion (“I move that...”)
- C. If the motion is not seconded, it is a “failed motion.”
- D. Mayor or chair opens it up for discussion during which time the motion may be modified.
- E. Vote.
- F. Mayor or chairs announces the outcome.

Rule 10. How the Vote is Taken. Utah Code 10-3-506.

- A. A roll call vote shall be taken and recorded for all ordinances, resolutions, and any action which would create a liability against the Town of Bluff and in any other case that any member of the governing body requests a “yes” or “no” vote. Roll call votes shall be recorded in the minutes with the vote taken by each member specified.
- B. Every resolution or ordinance for consideration shall be in writing and provided to the other council members at least 24 hours before the vote is taken.

Rule 11. Minimum Vote Required. Utah Code 10-3-507

- A. The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, without considering any vacancy in the council.
- B. Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.
- C. An ordinance will be separately adopted concerning votes required for debt and the transfer of assets and real property.
- D. Notwithstanding Section (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than required in this section.
- E. A majority of validly serving council members, regardless of number, may fill any vacancy in the council, as provided under Utah Code Section 20A.

Rule 12. Reconsideration. Utah Code 10-3-508. Any action taken by the governing body may not be reconsidered or rescinded at any special meeting unless the number of members of the governing body present at the special meeting is equal or greater than the number of members present at the meeting when the action was approved.

Part IV. Agenda

Rule 13. The agenda for the meeting will be the guide to the meeting and will be prepared by the mayor or mayor-tem in the mayor's absence.

Rule 14. Any council member may request an item be added to the agenda for discussion prior to the agenda being published to the public. Items may be placed on the agenda for a vote either by the mayor or at the request of two council members, if the mayor is not inclined to agenda the item for a vote during that meeting.

Rule 15. While matters not on the agenda may at times come up for discussion, no decision on those matters may be made. Time permitting, the mayor may allow discussion of the item not listed on the agenda.

Rule 16. The agenda shall not be changed after the agenda is posted to the public, unless the mayor determines an emergency need for a change, the agenda is re-posted and all notice requirements under Utah Law are met.

Part V. Conduct

Rules of Conduct for members of the governing body:

Rule 17. The governing body of each municipality may fine or expel any member for disorderly conduct on a two-thirds vote of the members of the governing body. Utah Code 10-3-607.

Rules of Conduct for the public:

Rule 18. The governing body on a two-thirds vote may expel any person who is disorderly during the meeting of the governing body. This section or any action taken by the governing body pursuant hereto does not preclude prosecution under any other provision of law. Utah Code 10-3-608.

General Rule of Conduct:

Rule 19. The mayor and council members shall treat each other with respect and act at all times during the meeting in a civil and courteous manner to each other and the public. Discussion of other members' motives is not allowed. A separate code of conduct for the town council and public will be separately adopted.