

Clearfield City Council Rules of Order and Procedure

The Clearfield City Council hereby adopts, pursuant to the Utah Code Annotated § 10-3-606, as amended, the following rules of order and procedure to govern the meetings of the City Council and the elected official thereon. The City Council has not adopted the formality of the Robert's Rules of Order. However, the following rules are based on Robert's Rules of Order, with modifications, and more fully suit the needs of the Clearfield City Council. These are not the only rules followed by the City Council. They are in addition to rules set forth in Utah Code Annotated, as amended, (Title 10, Utah Municipal Code, and Title 52, Chapter 4, Open and Public Meetings). All rules and procedures of the Clearfield City Council must remain consistent with the Utah Code. These rules shall be made available to the public at each public meeting held by the Council, and shall be posted on the City's website.

I. PURPOSE.

The policies and procedures in this document provides guidelines and direction for the members of the Clearfield City Council and the Mayor in the performance of their duties and conducting their meetings. In addition to these rules, the city council and mayor shall be governed by the provisions of all applicable city ordinances and state statutes.

II. SCHEDULING AND CALLING OF MEETINGS.

Pursuant to Utah Code Annotated § 52-4-202(2)(a), as amended, and City Code § 1-6-4, the city council shall give public notice of its annual policy meeting schedule. Any additional meeting of the city council shall be called or scheduled in accordance with Utah Code Annotated § 52-4-201, *et. seq, as amended*.

- A. Place. Unless identified otherwise in the notice and agenda, meetings of the city council will be held at City Hall, 55 South State, Clearfield, Utah.
- B. Policy Meeting. Policy meetings are formal meetings wherein the city council may consider and take formal action on items properly presented before them pursuant to these Rules of Order and Procedure, city ordinance, and state law. All policy meetings of the city council shall be open to the public and include the opportunity for the public to provide comment during a scheduled "Open Comment Period" of the meeting. Policy meetings of the city council are generally scheduled for the second and fourth Tuesday of each month, beginning at 7:00 p.m.
- C. Work Meetings. Work meetings may be held in addition to policy meetings, as determined by the mayor or two city council members for the purpose of discussion or study of issues or topics that may or may not come before the city council for action in a future policy meeting. All work meetings of the city council shall be open to the public. A work meeting is a less formal meeting than

a policy meeting, and shall not include an “Open Comment Period” during the meeting. However, at the discretion of the mayor, limited public comment may be allowed to assist in the furtherance of discussion on a properly noticed and scheduled item. After discussion, items may be referred to a future policy meeting for final action or to a future work meeting if the matter needs further discussion. No action (vote) on items discussed will be taken at a work meeting.

- D. Special Meetings. Pursuant to Utah Code Ann. § 10-3-502, as amended, and City Code § 1-6-4, the mayor or two city council members may order the convening of a special meeting, if the business of the city requires it. Under this circumstance, the city recorder shall provide notice of the special meeting to each city council member who did not sign the order by delivering the notice personally or by leaving it at each council member’s usual place of abode (Utah Code Annotated § 10-3-502, as amended). Notice of the special meeting may also be conveyed by a telephone conversation, voice mail, or electronic notice if personal delivery is not accomplished. All other notice and voting requirements shall be as required by Utah Code Annotated § 52-4-202, as amended.
- E. Emergency Meetings. Pursuant to Utah Code Ann. § 52-4-202, as amended, and City Code § 1-6-4, the mayor or two city council members may call an emergency meeting for matters of an emergency or urgent nature. An attempt will be made to notify all city council members of the emergency meeting and the best notice practicable shall be given. Pursuant to Utah Code Ann. 52-4-202(5), as amended, a majority of the city council members must vote in the affirmative to hold the meeting.
- F. Closed Meetings. Pursuant to Utah Code Annotated § 52-4-204, the mayor or two city council members may deem it advisable to take certain matters under discussion into a closed meeting with only the mayor, city council members, and city staff essential to the meeting present. Such meetings may be held upon the affirmative vote of 2/3 of the city council members present at such a meeting. The vote must be taken in open meeting. Closed meetings may only be held for purposes deemed lawful under Utah Code Annotated § 52-4-205, as amended.
- G. Quorum. Pursuant to City Code § 1-6-3, three (3) city council members shall constitute a quorum thereof for the transaction of all business except where otherwise required. The mayor and each city council member shall attend policy and work meetings of the city council unless duly excused or unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the mayor and the city recorder’s office. In accordance with the procedures set forth in City Code § 1-6-4(H), the mayor and city council members may request to participate in a meeting via electronic means prior to publication of the agenda. If for any reason a city council member must leave prior to the adjournment of a regularly scheduled policy or work meeting, excluding extenuating emergency circumstances, said city council member must first gain permission from the mayor. If for any reason the mayor must leave prior to the

adjournment of a regularly scheduled policy or work meeting, excluding extenuating emergency circumstances, said mayor must first gain permission from two city council members. The mayor and city council members may not ask to be excused from all or part of a policy meeting to avoid voting on an item lawfully before the elected body. If there is a recess during a policy meeting, the mayor and the city council members should not discuss any item on the policy meeting agenda until the policy meeting resumes.

- H. Content. Discussion during city council meetings is to be limited to agenda items and issues reasonably related thereto.
- I. Open Comment Period. The Open Comment Period shall be scheduled to take place during each policy meeting, and is intended to provide the public with the opportunity to address the mayor and city council regarding concerns or ideas on any topic relevant to the city, and each participating individual shall state his or her name for the record. To ensure that the meetings proceed in a timely and orderly manner, a three-minute time frame will be provided for such comments or presentations. Additional time may be granted by a majority vote of the city council. Pursuant to Utah Code Ann. § 52-4-301, as amended, any person who willfully disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the mayor. The Open Comment Period is not intended, nor shall it be, the forum in which the public and elected officials or city staff engage in dialogue or debate. At the discretion of the mayor, limited clarifying questions or dialogue between the public and elected officials may occur through the mayor, with special care given by the mayor to ensure that the intent of the Open Comment Period is not compromised.
- J. Recess. The mayor, or two council members may call a recess to any city council meeting. All recesses should attempt to minimize disruption, be limited in time, and include an expression of when the meeting will be reconvened into order.
- K. Additional Guidelines. In addition to these Rules of Order and Procedures, the city council may invoke additional guidelines as necessary to address issues as they arise, so long as they are consistent with the nature and intent with the content herein.

III. PREPARATION OF THE AGENDA AND DELIVERY OF INFORMATION PACKETS TO THE CITY COUNCIL MEMBERS

For each city council meeting, the city recorder's office will prepare an agenda under the direction of the mayor and city manager. Under usual circumstances, the mayor and city council members will receive a packet containing the agenda of such meeting and information pertaining to items on the agenda. To allow the mayor and city council members adequate time to study the items for consideration at the upcoming meeting, all information for the agenda and packet will typically be delivered or made available

electronically by the City Recorder's office as soon as reasonably possible but no later than 24 hours prior to a scheduled meeting.

The agenda and packet is also published online, at the city's webpage, clearfieldcityut.gov and online at the Utah Public Notice Website, www.utah.gov/pmn/.

IV. COMPUTERS, CELL PHONES AND TABLETS FOR CITY COUNCIL MEMBERS

The mayor and city council members may acquire and maintain computers, tablets, cell phones, etc. for ease of access to all pertinent city information, such as email, city code, web sites, and agenda packets. The cost allotted for such equipment, including maintenance and service, will be addressed and decided by the city council members each year during budget discussions. The amount decided upon will be included as a line item in the general fund.

V. SOLEMN MOMENT FOR REFLECTION

- A. Each city council meeting will begin with a Solemn Moment for Reflection comprised of a prayer, other supplication, moment of silence, inspirational thought, an inspirational reading, etc. The Solemn Moment for Reflection will be led by or under the direction of the mayor, an assigned city council member, or a volunteer community member. The mayor or a city council member may delegate their assigned Solemn Moment for Reflection to an individual or group that agrees to provide the Solemn Moment for Reflection in accordance with Section V, subsection E, of these Rules of Order and Procedure. A volunteer community member may not delegate a scheduled Solemn Moment for Reflection.
- B. Upon timely request, the Solemn Moment for Reflection may be conducted by any person having a significant connection to the Clearfield City community, including residents, city business leaders, city educational leaders, city religious leaders, city civic leaders, etc. The request must be delivered to the city recorder no later than noon on the Tuesday one week prior to the city council meeting for consideration for placement on the next available agenda. The request shall contain the following information:
 - 1. The name and address of the individual requesting to present the Solemn Moment for Reflection;
 - 2. The person's connection to the Clearfield City community; and
 - 3. The general nature of the presentation, i.e., prayer, supplication, inspirational thought, moment of silence, or will specify if other than these types.

- C. Upon receiving the request, if no other person has made an earlier request, the person will be placed on the agenda to present the Solemn Moment for Reflection at the next available scheduled city council meeting. If multiple requests are received, each person making a request shall be scheduled to present at an upcoming city council meeting according to the order in which the request is made.
- D. Each person who files a request with the city recorder's office will be given a copy of the guidelines for presenting the Solemn Moment for Reflection outlined below in E.
- E. The person providing the Solemn Moment for Reflection shall adhere to the following:
 - 1. The purpose of the Solemn Moment for Reflection is to set the tone for the proceedings of the city council. It may consist of a prayer, supplication, inspirational thought, inspirational reading, a moment of silence, or other appropriate activity.
 - 2. It should promote thoughtful attention to public duty and high moral and ethical standards.
 - 3. It should promote peace, unity, and tolerance in the community.
 - 4. It is not a time to disparage the beliefs of others or to promote one's own beliefs or point of view.
 - 5. It should not degrade any person because of religion, race, ethnic background, national origin, sex, sexual orientation, or philosophy.
 - 6. It should not be crude, vulgar, or offensive to the public sense of decency.
 - 7. It is not a time to demean or criticize local leaders.
 - 8. If it is the person's intent to argue, complain, criticize, etc., the Open Comment Period of each city council meeting is the time to do so, not the Solemn Moment for Reflection.
 - 9. The presentation may not exceed three minutes.
 - 10. The presenter must be in attendance and prepared to proceed on time.
 - 11. A presenter may only present once in a six-month period.
 - 12. The presenter must abide by the City Council's rules of decorum as set forth in Section IX of these Rules of Order and Procedure.

- F. To provide equal access to participate, the opportunity to present the Solemn Moment for Reflection at city council meetings will be advertised to the community by the following methods:
1. An invitation to the public to participate will be posted at city hall outside the city council chambers.
 2. An invitation to the public to participate will be posted on the city's website.
 3. The invitation will be substantially in this form:
"The Clearfield City Council invites all city residents, city business leaders, city education leaders, city civic leaders, city religious leaders, or any other person with a significant connection to the Clearfield City community to participate at an upcoming city council meeting by presenting during the Solemn Moment for Reflection at the commencement of the meeting. Persons interested in volunteering for this public service should contact the city recorder's office no later than noon on the Tuesday preceding a scheduled city council meeting."
- G. If an interested community member fails to timely volunteer, or, having volunteered, fails to timely appear, a city council member will be assigned to present the Solemn Moment for Reflection.

VI. ORDER OF BUSINESS AND ORGANIZATION OF CITY COUNCIL AGENDA

The City Council generally considers business at its scheduled Policy Meetings in the following order:

- A. Opening Ceremonies.
1. Welcome/Introductions – Acknowledge Visitors. The mayor will call the meeting to order and welcome those in attendance and acknowledge visitors.
 2. Solemn Moment for Reflection/Pledge of Allegiance. The mayor will announce the name of the person scheduled to present during the Solemn Moment for Reflection and pledge of allegiance. As outlined in Section V of these Rules of Order and Procedure, a person may volunteer and be scheduled to present the Solemn Moment for Reflection and/or pledge of allegiance by notifying the city recorder.
- B. Approval of the Minutes. The mayor will ask if there are any changes or corrections for the draft minutes. When changes and corrections have been made, the mayor will call for a motion and second to adopt the minutes. Once the

minutes have been adopted, no alterations may be made, and they become the official record of the meeting.

- C. Special Presentations. Occasionally, ceremonial tasks or presentations from outside agencies are needed at the beginning of the city council meeting. Normally, such items do not require a motion.
- D. Public Hearings. Some legislative items require public hearings for the city council to receive public comment prior to acting on the items. Public comment during a public hearing may only be received after proper notice has been made by the city recorder. The mayor will declare the public hearing open, call for public comments, and give all individuals desiring to comment the opportunity to address the city council on the matter. A public hearing shall only take place during a policy meeting, and is intended to provide the public with the opportunity to provide limited comments, testimony, or opinion. The public hearing portion of a policy meeting is not intended, nor shall it be, the forum in which the public and elected officials or city staff engage in dialogue or debate on the specific item scheduled for a public hearing. At the discretion of the mayor, limited clarifying questions or dialogue between the public and elected officials may occur through the mayor, with special care given by the mayor to ensure that the intent of a public hearing is not compromised.
- E. Consent Items. If the agenda item is routine and likely non-controversial, it may be placed on the formal council meeting agenda, under "Consent Items." The mayor should ask if there are any questions concerning the consent items. The mayor should identify and briefly explain each of the consent items appearing on the agenda to all those present, viewing, or reviewing the record of the meeting. The items appearing as consent, generally, shall consist of matters which require no further discussion, or which are routine in nature. Usually, all items appearing as a consent item shall be adopted by a single motion, second and vote. However, prior to the motion to adopt the consent items, a council member may have an item removed from the consent items without a motion for further discussion. Items moved from the consent portion of the agenda will be addressed in that section of the agenda ahead of agenda items listed for discussion. A motion, second and vote will be called for the adoption of the remaining consent items.
- F. Scheduled Items. The city council may use this time to discuss matters identified on the agenda. The mayor may call for a motion on the matter then 1) announce the author of the motion, 2) restate the motion, 3) announce who seconded the motion, 4) ask if there is a question on the motion, and 4) call for a vote on the motion. The author of a motion may amend or withdraw that motion before it has been voted on with the concurrence of the person who seconded the motion and a vote of the city council.
- G. Communication Items/Council Reports. The mayor and city council members may update, report, and communicate items of interest as well as report on their

assignments on various boards. No action may be taken by the city council during communication items/council reports. The mayor and city council shall not use this time to thwart any section within these Rules of Order and Procedure, city ordinances, or state laws. The communication items portion of the agenda shall not be used in a manner to perform any act that would otherwise not be allowed. For example, the mayor and city council should not participate in discussions, debates, or engage with the public or act on issues not properly before the city council.

VII. MOTIONS.

- A. Making of Motions. Any city council member may make or second a motion. Motions should state findings for denial or approval within the motion.
 - 1. Motions should state findings at the beginning.
 - 2. The staff reports should be in sufficient detail to assist the council in stating findings.
- B. Second Required. Each motion of the city council must be seconded to proceed to a vote. A motion that receives no second shall fail.
- C. Motion to Amend. After a motion has been seconded, another city council member may offer an amendment to the original motion author, which he or she, together with the seconder of the motion, may accept or reject. Incidental amendments are informal and are not counted toward motions to amend. To retain clarity, the main motion should be amended no more than two times.
- D. Withdrawing a Motion. A motion may be withdrawn at any time before decision or amendment by the unanimous consent of the city council.
- E. Motion to Continue. A motion to continue an agenda item for further study should be accompanied by specific reasons for tabling the matter. When possible, a specific date to rehear the matter should be scheduled, followed by a second. The mayor will call for a vote on the motion.
- F. Motion to Close Public Hearings. The mayor will declare public hearings open. Following the conclusion of receiving any public comment, a motion shall be made to close the public hearing followed by a second. The mayor will call for a vote on the motion.
- G. Motion to Recess. A motion shall be made to break for a specific purpose followed by a second. The mayor will call for a vote on the motion.
- H. Motion to Adjourn. A motion to adjourn the meeting shall be made at the end of each city council meeting, followed by a second.

VIII. VOTING.

Except as otherwise specifically provided in these rules, a majority vote of the city council shall be required and shall be sufficient to transact any business before the city council.

- A. Form of Vote. Voting shall be in the form of “yes” or “aye,” “no” or “nay,” and “abstain,” and the names of those voting for, against, or abstaining entered in the city council minutes.
- B. Roll Call. “Roll Call” means that each city council member verbally gives his or her vote when called upon to vote. A roll call vote is required for all ordinances and resolutions and may occur for other votes. Any member of the city council has the discretion to call for a roll call vote. The act of the roll call vote itself and subsequent accounting shall be performed by the city recorder.
- C. Voice Vote. If a roll call vote is not required, a voice vote may occur. A voice vote is conducted by the mayor calling for a vote in turn of those in favor of the motion and those against with city council members responding simultaneously.
- D. Changing a Vote. No member shall be permitted to change his/her vote after the decision is announced by the mayor.
- E. Tie Votes. Tie votes shall be broken by the mayor casting a vote.
- F. Conflict of Interest/Disqualification. The mayor and city council members are required by Utah Code Annotated § 10-3-1305, as amended, to disclose actual or potential conflicts of interest between their public duties and their personal interests. Under most conflict of interest situations, city council members (and mayor, if placed in voting situation) should abstain from voting on a matter if they have a substantial interest in the item, and avoid participating in the discussion as well. Pursuant to Utah Code Annotated § 10-3-1303(10), as amended, “Substantial interest” means the ownership, either legally or equitably, by an individual, the individual’s spouse, or the individual’s minor children, of at least ten percent (10%) of the outstanding shares of a corporation or ten percent (10%) interest in any other business entity. Pursuant to Utah Code Annotated § 10-3-1313, as amended, the mayor and city council members are required to file with the city recorder’s office a Conflict of Interest Disclosure no sooner than January 1 and no later than January 31 of each year during which they hold office.
- G. Minimum Votes Required. Unless otherwise provided herein, a minimum of three (3) affirmative votes are required to make a determination on items presented to the City Council unless otherwise stipulated by law.

- H. Explanation of Vote. A City Council member desiring to explain his or her vote should do so prior to the roll call or voice vote.

IX. DECORUM

- A. Conduct of the Mayor and City Council Members. The Mayor and City Council members shall avoid personal attacks and restrict comments to issues before the body. Violations of decorum or conduct shall be resolved by the mayor or a majority vote of the city council.

The mayor and city council members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the city council or the audience from business before the city council, or which might interfere with any person's right to be heard after recognition by the mayor during a meeting.

The mayor and city council members shall avoid using city council meetings as an opportunity to campaign personal views or draw attention to personal websites or social media platforms. The mayor and city council members are serving in official positions and acting on behalf of the city in all open meetings.

- B. Conduct of the Mayor and City Council Members on City Social Media Platforms. The city's image as a professional organization is critical to maintain the respect of its constituents. Although the city recognizes that elected and appointed officials may choose to express themselves by posting personal information upon social media platforms or by making comments on sites hosted by other persons, groups, or organizations, this right of expression should not interfere with the operation of the city. That is, although the mayor and city council acknowledges its officials have the First Amendment right to free speech, the right is not absolute when involving matters of official city business. As such, the mayor, with the consent of the city council, has authorized the city manager or his or her designee(s) to be the authorized individual(s) to speak on behalf of the city on all city social media platforms.

To ensure that the voice of the city is professional and consistent, the mayor and city council members shall avoid commenting on any city social media platforms. Comments shall include, but are not limited to "likes," "dislikes," or any other type of written or visual expression of opinion. The mayor and city council members may tag or share a link to a city social media platform, i.e. share the city message with others, but the mayor or a city council member may not link their personal social media platform to any city social media platform.

The mayor and city council members understand that if an elected official conducts any city business or communication as an official from a personal account, professional account, or an account created by a board/committee/commission, officials should assume the city-related

communication will be considered (1) a public record subject to the Utah Public Records laws, and (2) communication subject to the Utah Open and Public Meetings Act.

The mayor and city council members shall abide by the city's Social Media Policy, as adopted.

- C. Conduct of Residents and Attendees at City Council Meeting. There is a significant governmental interest in conducting orderly, efficient meetings. The mayor and city council have created limited public forum and comments related to relevant city business. Those in attendance should be admonished to avoid personal attacks, demonstrations, or outbursts without being recognized by the mayor. Individuals should be required to address their remarks directly to the city council as a body concerning any topic relevant to city business. Persons engaged in making threats, inciting lawlessness, and/or engaging in obscene acts or language shall be removed by a member of the city police department at the direction of the mayor or a majority of the city council members.

When speaking or discussing issues lawfully before the city council, all persons, including the mayor and city council members, shall confine their remarks to the question under discussion, avoiding remarks or discussions related to individual personalities, and not the issues lawfully before the city council. Anyone engaging in discussion beyond the question before the city council shall be ordered to stop by the mayor and no further discussion will be allowed by said person.

X. ORGANIZATION.

- A. Duties of the Mayor.
1. Preside at all meetings of the city council and shall provide general direction for the meetings;
 2. Call the city council to order and to proceed with the order of business;
 3. Receive and submit in the proper manner all motions and propositions presented by city council members;
 4. Put to vote all questions which are properly moved or necessarily arise in the course of proceedings and to announce the result thereof;
 5. Inform the city council, when necessary, or when referred to for that purpose, on any point of order of practice. In the course of discharge of this duty, the mayor shall have the right to call upon legal counsel for advice;

6. Authenticate by signature when necessary, or when directed by the city council, all acts, orders and proceedings of the city council;
 7. Maintain order at city council meetings;
 8. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings;
 9. Recognize speakers and city council members prior to receiving comments and presentations of physical evidence, i.e. plans and pictures; and
 10. Participate in the voting procedures only when called upon to break a tie vote.
- B. Duties of the Mayor Pro Tem. The mayor may appoint a mayor pro tem with the advice and consent of the city council. The mayor pro tem shall have and perform all the duties and functions of the mayor in the absence of the mayor. Throughout these Rules of Order and Procedure, the role and duties of the mayor may be inferred to apply to the mayor pro tem, as necessary.
- C. Absence of Mayor and Mayor Pro Tem. In the absence of both the mayor and mayor pro tem, when necessary, the city council may elect in an open meeting, one of its members to serve as the mayor pro tem until either the mayor or the appointed mayor pro tem returns.
- D. City Recorder. The city recorder shall serve as secretary to the city council. The city recorder shall have the following duties;
1. The city recorder shall annually give public notice of the policy meeting schedule of the forthcoming year. If during any year the annual policy meeting schedule for that year is revised, the city recorder shall give notice of the revised annual policy meeting schedule.
 2. Give notice of the agenda, date, time and place of each meeting of the city council as follows:
 - a. Post at the principal office of the city council at least twenty four (24) hours prior to the meeting; and
 - b. Post on the city's website.
 - c. Post on the State of Utah's Public Notice website.
 - d. Copies of the notice shall likewise be furnished at least twenty four (24) hours prior to the meeting to each member of the city council.
 3. Keep and record the minutes of the proceedings of all meetings of the city council;

- a. Draft minutes will be made available to the public within 30 days following the meeting.
 - b. Approved minutes will be posted to the Utah Public Notice website and be made available at the primary office of the public body within (3) three business days following approval of said minutes.
 - c. Audio recordings of the meeting will be made available to the public within three business days of the public meeting.
4. Keep and maintain a permanent record file of all documents and papers pertaining to the work of the city council;
5. Prepare the approved written minutes for the Mayor's signature; and
6. Perform such other duties as may be required.

XI. AMENDMENT, REVISION, OR ADDITION TO THE RULES OF ORDER AND PROCEDURE

Any city council member may propose amendments, revisions, or additions to these Rules of Order and Procedure to the mayor.

Each amendment, revision, or addition proposed by a city council member shall be in written form and copies shall be provided to each city council member by the city recorder's office.

Consideration of any amendments, revisions, or additions to these Rules of Order and Procedure shall be noticed on a city council agenda in conformance with the Utah Open and Public Meetings Act.

A majority vote of the city council shall be required for passage and adoption of an amendment, revision, or addition to these Rules of Order and Procedure.

A copy of the Rules of Order and Procedures will be made available to any person who requests the same.

XII. COMPLIANCE AND ENFORCEMENT

The Clearfield City Council Rules of Order and Procedure are intended to be self-enforcing. It therefore becomes most effective when the mayor and all city council members are thoroughly familiar with it and embrace its provisions.

The Clearfield City Council Rules of Order and Procedure expresses standards for ethical conduct expected of the elected officials of Clearfield City. Individuals themselves have the primary responsibility to ensure that ethical standards are understood and met, and

that the public can continue to have full confidence in the integrity of government. The elected officials of Clearfield City have the responsibility to intervene when actions of members appear to be in violation of the Rules of Order and Procedure, any city ordinance, or state or federal laws, whether if they are witnessed or brought to their attention. The city council by majority vote may also impose sanctions on those individuals whose conduct does not comply with the city's ethical or professional standards. Sanctions may include:

- Official verbal reprimand in an open meeting
- Formal public letter of censure by the mayor or majority of the city council
- Loss of committee assignment(s)
- In accordance with Utah Code Annotated § 52-4-301 or 10-3-607, as amended, any member of the city council, including the mayor, acting in violation of these Rules of Order and Procedure, city ordinance, or state or federal law may be removed from meetings
- Other courses of action as they are made available by state statute and legal means and agreed upon by a majority of the Clearfield City Council.