

MORGAN COUNTY RESOLUTION CR 26-03

A RESOLUTION OF THE COUNTY COMMISSION OF MORGAN COUNTY ESTABLISHING COUNTY COMMISSION RULES OF ORDER AND PROCEDURE

WHEREAS, the County Commission of Morgan County finds that it is authorized by state law to adopt Rules of Order and Procedure to govern the conduct of its official meetings; AND

WHEREAS, the County Commission finds that it is prudent to adopt Rules of Order and Procedure; and

WHEREAS, the County Commission has reviewed and approves the "Morgan County Commission Rules of Order and Procedure" which are incorporated into this resolution; AND

WHEREAS, the County Commission intends the "Morgan County Commission Rules of Order and Procedure" to supersede in their entirety those rules and procedures set forth in Resolution CR 25-02;

NOW THEREFORE BE IT RESOLVED by the County Commission of Morgan County as follows:

THAT, the attached "Morgan County Commission Rules of Order and Procedure" are hereby adopted; AND

THAT, Resolution CR 25-02 is superseded in its entirety by the attached "Morgan County Commission Rules of Order and Procedure."

MORGAN COUNTY COMMISSION RULES OF ORDER AND PROCEDURE

PURSUANT to Utah Code Ann. § 17-64-3, the County Commission of Morgan County adopts the following rules of order and procedure:

Rule I: Chair and Vice Chair of the County Commission.

1. During the first regular meeting of the Commission in January of each year, following the swearing in of newly elected Commission members (if applicable), the County Commission of Morgan County shall elect from among its members a Chair and Vice Chair, as provided in Utah Code Ann. § 17-64-304 and as set forth below, establishing Commission leadership positions for the purpose of these Rules of Order and Procedure and Commission dealings, operations and records to be known and referred to as the Chair and Vice Chair.
 - (a) The Chair opens nominations for Chair and closes nominations after all nominations have been made known. Separate nominations should be made for the Chair and Vice Chair positions. Any Commission member

may nominate another Commission member or themselves as Chair. Each Chair candidate is given the opportunity to comment in the order of nomination.

- (b) The Chair then calls for a motion to consider the first candidate nominated for Chair. After a motion and second, a roll call vote is taken. If there is no majority for the first candidate, the Chair calls for a motion to consider each subsequent candidate in order of nomination until a candidate receives the requisite three (3) votes. If the first round of candidates each fail to obtain the requisite three (3) votes, the Chair opens nominations for new or renewed candidate nominations and subsequent voting. This process continues until there are at least four affirmative votes for one of the Chair candidates.
 - (c) The same process is utilized for the election of the Vice Chair.
 - (d) The Chair and Vice Chair shall serve from the date of the election until selection of their successors in the following year.
 - (e) In the event of a vacancy in the position of Chair, the Vice Chair shall become Chair and shall serve the remainder of the term. A vacancy in the position of Vice Chair shall be filled by election in the manner prescribed in these rules.
- 2. The Chair presides at all Commission meetings and is a voting member of the Commission. The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.
 - 3. In the event of the absence of, or disability of, both the Chair and the Vice Chair, the Commission shall elect a temporary Chair from among its members to serve until the Chair or Vice Chair so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair. The County Clerk shall enter in the minutes of the Commission Meeting the election of a Commission member as the temporary Chair, which member shall serve as the temporary Chair in the event of any future absence of, or disability of, both the Chair and the Vice Chair, until such time as a different member of the Commission is elected as the temporary Chair.
 - 4. The Chair shall sign:
 - (a) all ordinances and resolutions passed by the Commission;
 - (b) all official minutes of Commission meetings after such minutes have been approved; and
 - (c) all correspondence determined by the Commission to be representative of the Commission as a whole.

5. The Chair shall receive all messages and communications from County department heads and others addressed to the Commission as a body and shall be responsible to convey all such messages and communications to the other members of the Commission.

Rule II: Open and Public Meetings.

1. Every meeting of the County Commission shall comply with the "Open and Public Meetings Act" set forth in Utah Code § 52-4-1
2. The Commission shall give at least twenty-four (24) hours advance notice of its meetings unless an exception for shorter notice is provided under state law.
3. The notice shall include:
 - (a) The meeting agenda;
 - (b) The date of the meeting;
 - (c) The time of the meeting; and
 - (d) The location of the meeting.
4. At least once per year, the County Commission shall give public notice of its annual meeting schedule.
5. Notices of meetings shall be published in compliance with Utah Code Ann. § 52- 4-202.

Rule III: Types of County Commission Meetings.

1. The following are the types of Commission Meetings that may be called or scheduled: Regular Commission Meetings, Work Meetings, Special Meetings, Emergency Meetings, Closed Meetings (Executive Sessions) and Public Hearings.
2. "Regular Commission Meetings" will be held at the Morgan County Administration Building, at 5:00 pm, two times per month, usually the first and third Tuesdays, unless otherwise calendared.
3. "Work Meetings" may be scheduled by the Chair, as needed, once or more times per month. Work Meetings will be held at the Morgan County Administration Building at 4:00 pm, unless otherwise noticed.
 - (a) Work Meetings can serve the purpose of further discussion or study of items already before the Commission for action.
 - (b) After discussion at a Work Meeting, items will be referred:
 - (i) to a future Work Meeting if the matter needs further work by the Commission; or

- (ii) to a future Regular Commission Meeting to be considered as Commission business or, if the matter is ready for final action, to the agenda. For an item to be moved to the consent agenda as contemplated here, it must be noticed as a consent item as required by law.
 - (c) No formal Commission action will be taken at a Work Meeting on items discussed at the Work Meeting.
 - (d) During a Work Meeting the Commission Members and the Chair may sit around a conference table, rather than at the dais, to provide a more informal atmosphere and to allow a freer exchange of ideas.
4. "Special Commission Meetings" may be ordered by the Chair or by any two (2) members of the Commission. The order will be entered in the minutes of the County Commission and shall provide at least twenty four (24) hours' notice in advance of the meeting. The notice shall be served by the County Clerk on each Commission Member who did not sign the order by delivering the notice personally or by leaving it at the Commission Member's usual place of residence.
5. "Emergency Meetings" may be called by the Chair or by one (1) member of the Commission for matters of an emergency or urgent matter. An attempt will be made to notify all Commission Members. The best practicable notice of the Emergency Meeting shall be given. A majority of the Commission must vote to hold the Emergency Meeting.
6. "Closed Meetings" may be held to consider certain sensitive matters as allowed by state law.
- (a) Closed meetings are allowed for these purposes:
 - (i) discussion of the character, professional competence, or physical or mental health of an individual;
 - (ii) strategy sessions to discuss collective bargaining;
 - (iii) strategy sessions to discuss pending or reasonably imminent litigation;
 - (iv) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - (A) disclose the appraisal or estimated value of the property under consideration ; or
 - (B) prevent the County from completing the transaction on the best possible terms.

- (v) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - (A) public discussion of the transaction would:
 - 1. disclose the appraisal or estimated value of the property under consideration; or
 - 2. prevent the County from completing the transaction on the best possible terms; and
 - (B) the County Commission previously gave public notice that the property would be offered for sale; and
 - (C) the terms of the sale are publicly disclosed before the County Commission approves the sale.
 - (vi) discussion regarding deployment of security personnel, devices, or systems; and
 - (vii) investigative proceedings regarding allegations of criminal misconduct.
 - (viii) Any purpose not enumerated above but allowable pursuant to UCA 52-4-205.
- (b) Closed Meetings may be held if:
- (i) a quorum is present;
 - (ii) the meeting at which the vote is taken to hold a Closed Meeting is an open meeting for which proper notice has been given; and
 - (iii) three (3) of the members of the County Commission present at the open meeting vote to approve closing the meeting.
- (c) Each matter discussed in the closed meeting must be permitted by state law.
- (d) No ordinance, resolution, rule, regulation, contract, or appointment may be approved at a closed meeting.
- (e) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
- (i) the reason or reasons for holding the closed meeting;

- (ii) the location where the closed meeting will be held; and
 - (iii) the vote by name, of each member of the County Commission, either for or against the motion to hold the closed meeting.
- 7. "Public Hearings" are generally part of a scheduled and noticed Regular Commission Meeting and shall consist of those items for which the Commission would like to receive public input or with respect to which a public hearing is required by state law or County ordinance. Public Hearings will be held after providing proper notice as required by state law or County ordinance for the particular subject matter to be addressed. Matters for which state law or County ordinance requires a public hearing will be automatically scheduled by the County administration. By majority vote, the Commission can direct the County administration to schedule a public hearing on any other topic.
 - (a) When a Public Hearing is held, a member of the County staff having knowledge about the issue will first present information on the issue and answer questions.
 - (b) The Chair will then declare the Public Hearing open.
 - (c) At that point, all parties interested in addressing the issue are invited to speak before any discussion is held by the Commission and before motions are made.
 - (d) Each individual who speaks will state his or her name and address before proceeding.
 - (e) After all individuals who desire to speak have spoken, the Chair will declare the Public Meeting closed.
 - (f) In the alternative, the Commission may vote to continue a Public Hearing to a future specified date, time and location if there is insufficient time to take all public comment at that particular Commission Meeting.
 - (g) After all public comment is received and the Chair has closed the Public Hearing, the Commission shall then proceed with its discussion on the matter. When discussion by the Commission is finished, a motion is made and seconded concerning the item. The Commission will vote to:
 - (i) postpone action on the item until the next Regular Commission Meeting or such other date certain as is specified in the applicable motion;
 - (ii) take it to a Work Meeting for further discussion; or
 - (iii) immediately take final action on the matter.

Rule IV: Quorum Requirements, Voting and Electronic Meetings.

1. A quorum of the Commission must be in attendance in order to hold any meeting of the Commission and to transact the business of the County.
2. A quorum consists of three (3) members of the Commission.
3. No ordinance or resolution may be adopted by an affirmative vote of less than three (3) members of the Commission.
4. If an insufficient number of Commission Members are present to adopt a measure, the vote may be postponed to a future meeting.
5. Voting shall take place by "roll call vote" for any ordinance or resolution of the County or by request of any member of the Commission on any other matter.
6. Any Commission Member can change his or her vote before the results of the vote are announced.
7. At the conclusion of the vote on a matter, a Commission Member may state a point of personal privilege and give an explanation of his or her vote.
8. Any Commission Member can abstain from a vote. An abstention is not counted as a "yes" vote or a "no" vote.
9. When a Commission Member abstains from voting, as a common courtesy, they should state a point of personal privilege and give an explanation of such abstention.
10. Every Commission Member who is in the Commission Chambers when a question is stated from the Chair shall vote or formally abstain from voting; but no Commission Member shall be obliged to vote upon any question unless they are within the Commission Chambers when their name is called.
11. Any Commission Member entering the Chambers after the question is stated, but before it is decided, may have the question stated, cast his or her vote and be counted.
12. Commission Members attending a meeting by way of electronic communication shall be considered "within the Commission Chambers" for purposes of voting.
13. The County Commission may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.
14. In an emergency circumstance or when Commission Members are located in a remote location, one or more Commission Members may participate in a Commission meeting by way of electronic communication.

15. Prior to permitting a Commission Member located in a remote location to participate electronically in a Commission meeting, the following conditions shall be met:
 - (a) A Commission Member who desires to participate in a Commission meeting from a remote location shall make a request to the Chair or Vice Chair prior to the Commission meeting;
 - (b) The County Administrative Manager will affirm that proper notice of the intent to hold an "electronic meeting" was given as provided in paragraph 16 of this rule;
 - (c) The County Administrative Manager will verify that an electronic connection is available sufficient to allow the remotely situated Commission Member to hear the discussion occurring in the anchor Commission meeting location and to be heard in the anchor location; and
 - (d) Except in an emergency circumstance, a quorum of the Commission must be in attendance at the anchor location, which shall be the Commission Chambers at the Morgan County Administration Building.
16. Notice of the intent to permit a remotely situated Commission Member to participate in a Commission meeting electronically will be made in accordance with the "Open and Public Meetings Act" set forth in Utah Code Ann. § 52-4-101, et. seq. The notice will describe how the remotely situated Commission Member will be connected to the Commission meeting. In addition to meeting all other requirements of the Open and Public Meetings Act, the notice shall be posted at the anchor location and distributed to County Commission at least 24 hours in advance of the meeting.
17. Due to the inherent difficulty of controlling confidentiality when a meeting is carried electronically to a remote location, participation by a Commission Member electronically at a closed meeting is discouraged. Commission Members may participate electronically at a closed meeting only if that Member is in a secure location and is alone to preserve confidentiality.
18. A County-provided email account will be utilized for official communications between Commission Members and County administration. Commission Members should save discussion on matters that will appear on the Commission agenda for open public meetings. Use of County-provided email can assist County administration to comply with state law requirements for records retention.
19. Commission Members should take care to uphold the dignity of the office when corresponding regarding County matters, keeping in mind that such communication will often be considered public record.

Rule V: Minutes of Commission Meetings.

1. Except as provided under Subsection (7) below, the County Clerk shall create written minutes and a recording shall be kept of all open meetings of the County Commission.
2. Written minutes of meetings of the County Commission shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of Commission Members present and absent;
 - (c) the substance of all matters proposed, discussed, or decided by the Commission which may include a summary of comments made by Members of the Commission;
 - (d) a record, by individual Member, of each vote taken by the Commission;
 - (e) the name of each person who:
 - (i) is not a Member of the County Commission; and
 - (ii) after being recognized by the Chair, provided testimony or comments to the Commission;
 - (f) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e); and
 - (g) any other information that is a record of the proceedings of the meeting that any Member requests be entered in the minutes or recording.
3. A recording of meetings of the County Commission shall:
 - (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
 - (b) be properly labeled or identified with the date, time, and place of the meeting.
4. The written minutes and recording of an open County Commission meeting are public records as follows:
 - (a) Written minutes that have been prepared in a form awaiting only formal approval by the Commission are a public record.
 - (b) Written minutes shall be available to the public in accordance with Utah Code Ann. § 52-4-203(4)

- (c) Written minutes that are made available to the public before approval by the Commission under Subsection (4)(d) shall be clearly identified as "unapproved" or with some other appropriate notice that the written minutes are subject to change until formally approved in accordance with Utah Code Ann. § 52-4-203(4).
 - (d) The procedures for the Commission's approval of the written minutes of each meeting are contained in Rule 7(2)(b).
 - (e) Written minutes are the official record of action taken at the meeting.
 - (f) A recording of an open meeting shall be available to the public for listening within three (3) business days after the end of the meeting.
- 5. All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
- 6. The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements. Notwithstanding Subsection (1) above, a recording is not required to be kept of an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the Commission during that visit or tour.
- 7. If the Commission conducts a Closed Meeting, it shall
 - (a) make a recording of the closed portion of the meeting; and
 - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
- 8. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
- 9. The recording and any minutes of a closed meeting shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of members present and absent; and
 - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
- 10. Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.

11. Both a recording and any written minutes of closed meetings are protected records under the Government Records Access and Management Act.
12. If the Commission closes a meeting exclusively for the purpose of discussing the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems:
 - (a) the Chair shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described above and the requirements for keeping minutes and a recording shall not apply.

Rule VI: Order of Business and Organization of Commission Agenda.

1. The County Commission will consider business in the following order:
 - (a) Opening Ceremonies:
 - (i) Welcome;
 - (ii) Invocation and/or Moment of Reflection;
 - (iii) Pledge of Allegiance;
 - (b) Consent Agenda;
 - (c) Public Comments;
 - (d) Active Agenda;
 - (e) Commission Comments;
 - (f) Adjournment.
2. Agendas will be set in order of priority with public hearings at the beginning of the agenda. The Chair shall be in charge of establishing the order of the agenda. Any member of the County Commission may submit a request to the County Administrative Manager asking that an item be placed on an upcoming agenda. The County Administrative Manager shall calendar items on the agenda as time allows.
3. The Chair, by polling the Commission Members, may, by affirmative consensus, proceed out of order to any order of business or return to an order already past. If two or more Commission Members oppose, the original agenda will be followed.

4. Matters appearing on the Agenda may be discussed by the Commission prior to any motion being made.

Rule VII: Conducting Meetings and Agenda Definitions.

1. Opening Ceremonies:

- (a) Welcome. The Chair will call the meeting to order, welcome those in attendance and acknowledge visitors;
- (b) Invocation and/or Moment of Reflection. The Chair and Commission Members alternate presenting a moment of reflection, appropriate for the occasion, which is intended to set the tone for the meeting; the moment of reflection may consist of a prayer, quote, thought, etc. of the elected official's choosing.
- (c) Pledge of Allegiance. An assigned County official shall lead the audience in reciting the Pledge of Allegiance.

2. Consent Agenda.

- (a) As a courtesy, the Chair should ask if there are any questions concerning the "Consent" items. The Chair should identify and briefly explain the items on the Consent Agenda to all those present at the meeting. The Chair may request this of the County Administrative Manager.
- (b) The Consent Agenda, generally, shall consist of matters which require no further discussion or which are routine in nature such as approval of minutes.
- (c) Usually, all items on the Consent Agenda shall be adopted by a single motion, second and vote; however, prior to the motion to adopt the Consent Agenda, a Commission Member may request to have an item removed from the Consent Agenda and moved to the Active Agenda for further discussion without a motion.
- (d) Items moved to the Active Agenda will be addressed in that section of the agenda ahead of other agenda items listed for discussion.
- (e) A motion, second and vote will be called for the adoption of items remaining on the Consent Agenda.

3. Public Comments/Questions.

- (a) Time is made available for anyone in the audience to address the Commission concerning matters pertaining to County business.

- (b) When a member of the audience addresses the Chair and/or Commission, they will come to the podium and state his or her name and address.
- (c) Citizens are expected to limit their remarks/questions to three (3) minutes each.
- (d) The Chair shall have discretion as to who, if anyone, will respond to a comment or question.
- (e) In all cases the criteria for response will be that comments/questions must be pertinent to County business, that there are no argumentative questions and no personal attacks.
- (f) Some comments/questions may have to wait for a response until the next Regular Commission Meeting.
- (g) The Chair will inform a citizen when they have used the allotted time.

4. Active Agenda.

- (a) This is the portion of the agenda where the official business of the County will be taken up in the order that items are listed on the agenda.
- (b) The Chair will ask for a motion on any items listed under this section of the Agenda, after discussion has concluded.

5. Commission Comments.

- (a) The Chair will offer each member of the Commission an opportunity to make concluding comments then the Chair will make any comments they feel are appropriate.
- (b) The Chair may also invite County Staff to comment at this time.

6. Adjournment.

The Chair may adjourn the meeting without a vote unless there is an objection. If a Commission member objects, a vote to adjourn the meeting will be taken.

7. Ending Time.

The County Commission meeting shall be scheduled to conclude at 9:30 pm provided all scheduled public hearings have been concluded. A meeting may be extended by a majority vote of the Commission.

Rule VIII: Motions.

1. Matters appearing on the Agenda can be discussed by the Commission prior to a motion being made.
2. After a matter has been discussed by the Commission, the Chair will ask for a motion on the matter, and a second to the motion.
3. The Chair will:
 - (a) announce the author of the motion;
 - (b) restate the motion;
 - (c) announce who seconded the motion;
 - (d) ask if there is a question on the motion; and
 - (e) call for a vote on the motion.
4. If further Commission discussion is needed on a motion, the author of such motion is allowed to speak first and all other Commission Members are allowed to address the issue after that.
5. The author of the motion is also allowed to make a summation.
6. The author of a motion may amend or withdraw that motion before it has been voted on.
7. Technically, after a motion has been stated by the Chair that motion belongs to the Commission and it requires a majority vote to withdraw it; in practice, however, the Commission allows the author of a motion to withdraw it unless another Commission Member objects.
8. A motion dies which fails to receive a "second."
9. A Commission Member may make a motion to reconsider an item already voted on at a prior meeting.
10. A motion to reconsider must be made by a member present and voting on the prevailing side of the original motion and shall require the affirmative vote of a majority of the Commission Members present and voting.
11. Any action taken by the Commission shall not be reconsidered or rescinded at a Special Meeting unless the number of members of the Commission present at the Special Meeting is equal to or greater than the number of members present at the meeting when the action was approved or disapproved.
12. An item to be reconsidered shall appear on the Active Agenda and shall be identified as "Reconsideration of (the title of the matter previously voted upon)."

13. Discussion of the substance of matter to be reconsidered shall occur only after a motion to reconsider has been successfully approved by a majority of the Commission present and voting.
14. Other than the main motion, the most common motion used by the Commission is a motion to amend. Requested clarifications of the original motion accepted by the Member making the original motion shall not be considered motions to amend, but such clarifications shall be included in the restatement of the original motion prior to vote upon the same.
15. The intent of an amendment is to modify the original motion by inserting, adding to, striking out, and striking out and inserting language in the original motion. A motion to amend a main motion should relate to the same subject as the main motion. This ensures that the Commission will vote on one matter at a time.
16. A motion to amend should not have as its intent a reversal of the main motion. For example, if the main motion is to adopt an ordinance, it is not a proper motion to submit an amendment to "not" adopt the ordinance.
17. Substitute motions are a type of amendment motion. The difference is the striking out of an entire paragraph or more from the motion, (or ordinance), and substituting different language.
18. Amendments to the main motion are discussed and voted on before the main motion. Only the amendment is discussed - not the main motion. If the amendment fails, then discussion and voting on the main motion, as originally stated, follows. If the amended motion passes, the amended motion becomes the main motion.
19. The Chair will proceed with an amendment motion in the same manner as a main motion.
20. In conducting a Commission discussion on an amendment motion, the author of such motion is allowed to speak first. All other Commission Members are allowed to address the issue after that. The author of the amendment motion is also allowed to make a summation.
21. Any Commission Member may move to amend any proposed ordinance or proposed resolution; provided, however, that no amendment shall change the original purpose.
22. Any amendments to a proposed ordinance or proposed resolution recommended by a committee of the Commission shall be made to the appropriate document prior to its appearing on the Consent Agenda. Such amendment will be noted in the Commission minutes.

23. The Commission may move to table a motion. The purpose of tabling a motion is not to kill the motion, but to delay action until a future meeting of the Commission. When a matter is tabled, it takes all subsidiary motions with it (e.g., amendments) to the table. A matter should be tabled no longer than necessary; preferably it will be scheduled for discussion at the next available Regular Commission Meeting or Work Meeting so that action can be taken as soon as possible.
24. The following procedural motions shall require the affirmative vote of a majority of the Commission Members present:
 - (a) To recess;
 - (b) To take up a question out of its proper order;
 - (c) To move the previous question;
 - (d) To postpone to a day certain;
 - (e) To refer to a committee;
 - (f) To limit discussion;
 - (g) To lay on the table (temporary only);or
 - (h) To amend.

Such motions shall take precedence in the order moved.

Rule IX: Discussion.

1. The Chair shall recognize any Commission Member requesting recognition to speak, discuss, give a notice, make a motion, submit a report or for any reason address the Commission, unless a motion taking precedence is offered.
2. All Commission Members shall be allowed to speak at least once on any subject.
3. During discussion, the Chair shall be responsible for maintaining order.
4. If, in the opinion of the Chair, private discourse among or between Commission Members or any other disturbance disrupts the Commission's business, the Chair may call the Commission to order.
5. If the Chair calls the Commission to order, all Commission business shall cease until such time as the Chair resumes the Commission's business.

6. Any Commission Member may make a motion that the Commission be called to order.
7. The following questions will be decided without discussion:
 - (a) To adjourn;
 - (b) To recess; and
 - (c) Questions relating to order of business.

Rule X: Conflict of Interest.

Commission Members are required by law to file a public disclosure statement with the County Clerk listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission Member has a business or investment interest appears on the Commission agenda, the Commission Member must publicly disclose that interest. Although state law does not require a Commission Member to abstain from voting or avoid participating in a discussion regarding an item where there is a conflict of interest, the applicable Member may determine it advisable to do so. Utah Code Ann. § 67-16-9.

Rule XI: Decorum.

1. Conduct of Members of the Commission.
 - (a) Members of the Commission shall not engage in personal attacks and shall restrict comments to issues before the body. Violations of decorum or conduct of Commission Members shall be addressed by the Chair who may declare a Commission Member out of order.
 - (b) Commission Members should avoid engaging in private discourse or committing any other act, which may tend to distract the attention of the Commission or the audience from business before the Commission, or which might interfere with any person's right to be heard after recognition by the Chair.
2. Conduct of Citizens and Attendees at Commission Meeting.
 - (a) Those in attendance should be admonished by the Chair when they engage in outbursts without being recognized make personal attacks, or seek to disrupt the meeting through loud or boisterous behavior.
 - (b) Individuals should be requested to address their remarks directly to the Commission as a body concerning the agenda business. Persons engaged in disruptive behavior are subject to removal.

Rule XII: Attendance by Sheriff.

1. Upon request of the Chair, the County Sheriff or a Deputy from the Sheriff's Office will be assigned to a meeting.
2. The duty of the Sheriff or Deputy shall be to assist the Chair in preserving order and decorum in County Commission meeting.
3. In the case of any disturbance or disorderly conduct within the Chambers at a Commission meeting, the Chair may request the Sheriff or Deputy to escort the offender(s) from the Commission meeting.

Rule XIII: Personal Privilege - Protest.

1. Any Commission Member shall have the right to protest any action of the Commission, stating the reasons, and having the same entered in the minutes, provided such reasons do not impugn the motives or character of any person.

Rule XIV: Committees: Special, Ad Hoc, Joint Committee at Request of the Chair, Oversight.

1. At the request of the County Commission the Chair may, from time to time, create, revise, or abolish committees, or make any changes to a committee structure, subject to a vote of not less than three (3) members of the Commission, a quorum being present.
2. When such committee is created, its purpose and a relevant time frame will be established.
3. After the final report of the committee to the County Commission, the committee will be dissolved.
4. The County Commission, by a vote of not less than three (3) members of the Commission, a quorum being present, may or may not elect to formally participate, either by its own membership or its designees, in a committee being established by the Chair.
5. The Commission as a whole, may resolve to sit as an oversight committee for the purpose of investigating items relating to the conduct of County business. However, no powers are accorded the committee other than those provided by state law.
6. All meetings of Commission committees shall provide notice in conformance with the Utah Open and Public Meetings Act.
7. No final action will be taken by the County Commission in response to a committee report until the next Regular Commission Meeting after the report is presented.

Rule XV: Suspension of the Rules.

No rule shall be suspended except by a motion, second and vote of not less than three (3) Members of the Commission voting, a quorum being present.

Rule XVI: Amendment, Revision or Addition to Rules.

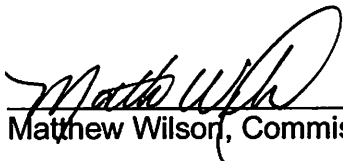
1. Any Commission Member may propose amendments, revisions, or additions to these Rules of Order and Procedure.
2. Each amendment, revision, or addition proposed by a Commission Member shall be in written form, and copies shall be provided to each Commission Member.
3. Consideration of any amendments, revisions, or additions to these Rules of Order and Procedure shall be noticed on a Commission agenda.
4. A vote of not less than three (3) Commission Members shall be required for passage and adoption of an amendment, revision, or addition to these Rules of Order and Procedure.
5. A copy of the latest edition of the Rules of Order and Procedure (Resolution CR 25-02) shall be available to each Member of the Commission.
6. A copy of the Rules of Order and Procedure will be made available to all department heads of the County, any member of the County staff, any citizen or other person who requests the same.

Rule XVII: Time Frame for Delivery of Information Packets to Commission Members.

For each Regular Commission Meeting, Work Meeting or Public Hearing, Commission Members will receive a packet containing the agenda of the meeting and complete information pertaining to items on the agenda, which packet should be delivered by the Friday preceding the meeting. To allow Commission Members adequate time to study the items for consideration at the upcoming meeting, all information for agendas and packets will be delivered to the County Administrative Manager by 12:00 pm on the Thursday preceding the meeting or such matters will not, unless otherwise approved by the Chair, be included on that agenda. An agenda may be amended by the Chair but no later than 24 hours prior to the meeting. Commission Members may request items to be put on the agenda by contacting the County Administrative Manager.

PASSED and ADOPTED this 6th day of January, 2026.

MORGAN COUNTY:


Matthew Wilson, Commission Chair

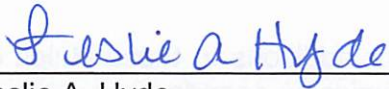
COUNTY COMMISSION VOTE AS RECORDED:

Aye Nay Absent

Raelene Blocker:	☒	☐	☐
Mike Newton:	☒	☐	☐
Vaughn Nickerson:	☒	☐	☐
Matthew Wilson:	☒	☐	☐
Blaine Fackrell:	☒	☐	☐

ATTEST:

APPROVED AS TO FORM:



Leslie A. Hyde
County Clerk/Auditor



Garrett Smith
County Attorney