

Draft, not reviewed or approved by the Town Council. The reader should contact a currently serving Town Council Member for comments and further clarification or discussion.

**Action Number:** *to be assigned by clerk*

**Date of Proposal Inception:** June 26, 2019

**Action Type:** Ordinance

**Action Name:** Appointing or Hiring of Town Staff

**Action Preamble:**

**WHEREAS,** Cedar Highlands is a newly incorporated town with limited financial resources; and

**WHEREAS,** it is in the best interests of the Town Council, property owners within the Town, and the general public within the Town boundaries and in the surrounding areas and throughout the State of Utah to operate in an open and transparent manner; and

**WHEREAS,** it is in the best interests of the Town for all members of the Council to participate in the process to nominate persons to fill municipal offices or vacancies on commissions or committees of the municipality.

**NOW THEREFORE,**

**Action Body:** The appointment of persons to fill vacant positions for Town offices including but not limited to that of the Town Clerk/Recorder, Town Treasurer, Town Webmaster, and members of any Commission for the Town shall follow a procedure for all members of the Town Council to nominate persons to fill municipal offices or vacancies on commissions or committees of the municipality including individuals for positions serving the town where that individual will not be receiving monetary compensation. This means that:

1. All members of the Town Council shall be able to introduce the resume /qualifications of individuals to fill Town offices including volunteer positions where there is no monetary compensation.
2. All member of the Town Council shall have a vote on the decision made by the council for these appointments, and all appointments will be decided on majority vote by a quorum of the entire Council.

**Action Penalty:** Failure or obstruction of this process will result of a vote by the entire Council to censure the individual(s) responsible for that failure or obstruction.

**Action Effective Date:** Within ten days or as soon as published on the Cedar Highlands Town Website.

\_\_\_\_\_  
Mayors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk/Recorder or 2nd Council Member

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_