

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

Action Number: *to be assigned by clerk* **Date of Proposal Inception:** March 1, 2019

Action Type: Ordinance

Action Name: Publication of Council Meeting Minutes.

Action Preamble:

WHEREAS, the officials of the Town of Cedar Highlands shall comply with all State of Utah laws regarding open and closed Council Meetings including the requirement that these meetings shall be both recorded (electronic and/or digital) and written, and

WHEREAS, the Town Council has determined it is in the public interest to facilitate timely and ready access to official Town Council Meeting minutes, and

WHEREAS, the Town Council has determined each meeting's electronic and/or digital recording be available in a timely manner to the public as complete and unedited, and

WHEREAS, the Town Council has determined that each written meeting minutes be available to the public in a timely manner as both a draft version followed by an approved minutes version after Council revisions and approval;

NOW THEREFORE, be it ordained by the Town:

Action Body: Each meeting of the Town Council (regularly scheduled and executive/closed) shall be electronic/digital recorded and shall be recorded as written notes by the Town Clerk (or volunteer in the absence of the Clerk). The original electronic/digital recording of each meeting shall be made available to the Town webmaster within two (2) working days of the conclusion of any Town Council Meeting (regularly scheduled and executive/closed) and that these electronic/digital minutes be placed by the Webmaster on the Town website including the date, time, and location of the meeting within five working days of receipt of the materials by the Town clerk or volunteer in the absence of the Clerk. Be it also ordained that a draft of the written record of each meeting shall be made available in electronic format to the Council Members and the Town webmaster within five (5) working days of any Town Council Meeting (regularly scheduled and executive/closed) and the Town webmaster shall upload the draft minutes to the Town website labelled clearly as Draft, not approved by the Town Council – Council approved minutes to follow, and be it **ordained** that the Council has ten (10) working days after receiving the electronic draft written minutes to submit to the Clerk any written changes to the minutes. The minutes shall then be approved, tabled, or further modified as needed at the next regularly scheduled Council meeting. Within five (5) working days of final approval the Clerk shall send electronically the approved, written minutes to the Council and the Town Webmaster, and the webmaster has five (5) business days to upload the approved minutes to the Town website under the title of MINUTES APPROVED BY THE TOWN COUNCIL

Action Penalty: Failure to provide electronic/digital and/or written draft and final approved minutes of Council meetings as detailed above shall result in censure of the Clerk and their supervisor/administrator for failure to comply with this Town ordinance.

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

Mayors Signature

Date

Commented [P1]:

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Town Clerk/Recorder or 2nd Council Member

Date

Printed Name: _____