

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 5, 2019

**Action Type:** Resolution

**Date of Revision:** June 25, 2019

**Action Name:** Council Meeting Location

**Action Preamble:**

**WHEREAS**, the Town of Cedar Highlands is a newly incorporated municipality and is establishing procedures for efficient and accessible Council meetings;

**WHEREAS**, it is the best interests of the Town to conduct official monthly and requested additional meetings and /or training sessions in an open and welcoming venue; and

**WHEREAS**, the Town council has determined it is in the public interest to conduct meetings in location with adequate space for all interested parties to attend.

**NOW THEREFORE**, be it resolved by the town:

**Action Body:** All official monthly Town Council meetings including but not limited to monthly meetings, work meetings, and any Council training session(s) shall be scheduled at a facility with a commercial space available on a long-term basis. This space shall be the primary meeting location and it shall not be affiliated with any member of the Council or the Mayor. While the Cedar City Library has served as a meeting location, the library has limited availability. The library may be used as a secondary meeting location if for any reason the commercial space has a conflict in scheduling meeting(s). To facilitate scheduling meetings, the members of the Town Council (including the Mayor) shall at a minimum provide dates and times of monthly meeting availability on a quarterly basis (i.e., every 3 months) to the Council. The Clerk or one of the Council Members (not the Mayor) shall provide the schedule information via council email to the entire Council, the State of Utah official information internet site, and the Town webmaster within 5 working days of that quarterly meeting. When it is necessary to reschedule any meeting due to scheduling conflicts that would result in failure to have a quorum, the member having the conflict shall contact every Council member and propose new meeting dates/times as soon as the conflict is recognized. A mutually acceptable meeting date and time shall then be posted on the official government site by the Clerk as a correction and on the Town website by the Town webmaster.

**Action Penalty:** A violation of this resolution shall result in the canceling of any meeting that was not scheduled in compliance of this resolution.

**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: \_\_\_\_\_