

**RESOLUTION NO. R-            -2024**

**A RESOLUTION OF EAGLE MOUNTAIN CITY, UTAH,  
AMENDING THE EAGLE MOUNTAIN CITY  
POLICY FOR APPROVAL OF MINUTES**

*PREAMBLE*

WHEREAS, Utah Code § 52-4-203 requires that public bodies establish and implement procedures for the public body's approval of the written minutes of each meeting; and

WHEREAS, the Eagle Mountain City Policy for Approval of Minutes was approved by the City Council on March 7, 2023; and

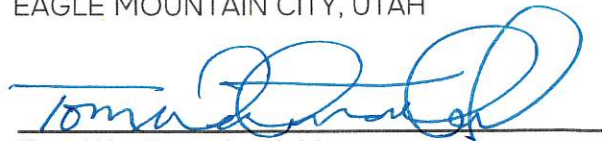
WHEREAS, the Eagle Mountain City Council desires to amend the Eagle Mountain City Policy for Approval of Minutes.

BE IT RESOLVED by the City Council of Eagle Mountain City, Utah:

1. The Eagle Mountain City Policy for Approval of Minutes is hereby approved as set forth specifically in Exhibit A.
2. This Resolution shall take effect upon its first publication or posting.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 6<sup>th</sup> day of August, 2024.

EAGLE MOUNTAIN CITY, UTAH

  
\_\_\_\_\_  
Tom Westmoreland, Mayor

ATTEST:

  
\_\_\_\_\_  
Fionnuala B. Kofoed, MMC  
City Recorder



CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 6<sup>th</sup> day of August, 2024.

Those Voting Yes:	Those Voting No:	Those Excused:	Those Abstaining:
<input checked="" type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham	<input type="checkbox"/> Donna Burnham
<input checked="" type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark	<input type="checkbox"/> Melissa Clark
<input checked="" type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray	<input type="checkbox"/> Jared Gray
<input checked="" type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood	<input type="checkbox"/> Rich Wood
<input checked="" type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright	<input type="checkbox"/> Brett Wright

  
\_\_\_\_\_  
Fionnuala B. Kofoed, MM  
City Recorder



# Exhibit A

## Eagle Mountain City Policy for Approval of Minutes

The following shall be the policy and procedure for the approval of minutes for any public body of this municipality:

A. Written minutes shall be taken for all public meetings of any public body of this municipality. The minutes of all public meetings of any public body of this municipality shall be recorded and taken down by the City Recorder or designee, during the course of any public meeting of the public body.

B. The written minutes shall include the following:

1. The date, time, and place of the meeting;
2. The names of members of the public body present and absent;
3. The substance of all matters proposed, discussed, or decided by the public body;
4. A record by individual member of each vote taken by the public body;
5. The name of each person who is not a member of the public body and after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
6. The substance, in brief, of the testimony or comments provided by the public; and
7. Any other information that is a record of the proceedings of the meeting that any member requests to be entered in the minutes or recording.

C. The requirements in Sections B(3) and B(6) will be satisfied by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided, or the testimony or comments provided.

D. In the event that a recording is not available due to technical issues, the written minutes shall include the details listed in Sections B(3) and B(6).

B. Once the proposed minutes have been given to the members of the public body, the City Recorder or designee shall immediately make available to the public the proposed written minutes, which shall be clearly identified as “draft” or “unapproved” or with some other appropriate notice that the proposed minutes are subject to change until formally approved, and they shall become a public document available to any member of the public who requests to read or copy the proposed minutes.

C. The public body shall consider the proposed minutes for approval at the first meeting of the public body where votes are taken and business transacted (i.e., excluding work meetings and executive sessions) that immediately follows the City Recorder or designee giving the proposed minutes to the members of the public body. The members of the public body shall either approve the proposed written minutes as presented or amended, at that meeting.

D. If the public body fails to consider the proposed minutes or does not take any action to

approve the proposed minutes at the first public meeting held by the public body immediately following the public body's receipt of the proposed minutes from the City Recorder or designee, the proposed minutes shall be deemed to have been approved by the public body and will stand as proposed.

E. Once the proposed minutes have either been approved by the public body or have been deemed to have been approved by the inaction of the public body, they shall become the official record of the proceedings of the public body and shall be signed by the City Recorder or designee and shall be retained in the official records of this municipality and shall be a public document available for the inspection and copying by members.

Adopted by the Eagle Mountain City Council on August 6, 2024.