

THE CITY OF WEST JORDAN, UTAH  
A Municipal Corporation

**ORDINANCE NO. 23-13**

**AN ORDINANCE AMENDING THE 2009 WEST JORDAN CITY CODE  
(CHANGE OF MUNICIPAL FORM OF GOVERNMENT REVISIONS,  
FOR TITLE 1 ADMINISTRATION, CHAPTER 3, 4, 6, 13, AND 15)**

WHEREAS, the City of West Jordan (“City”) adopted West Jordan City Code (“City Code”) in 2009; and

WHEREAS, the City Council of the City (“City Council”) desires to amend and repeal certain sections of the City Code, regarding and related to Administration; and

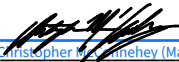
WHEREAS, the City Council finds it to be in the best interest of the public health, safety, and welfare of the residents of the City to adopt the following proposed City Code amendments.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN, UTAH, AS FOLLOWS:**

- Section 1.** Amendment of Code Provisions. City Code Title 1, Chapter 3, 4, 6, 13, and 15 are hereby amended as shown in Exhibit A.
- Section 2.** Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other portion of this Ordinance and all other sections, parts, and provisions shall be severable.
- Section 3.** Effective Date. This Ordinance shall become effect immediately upon posting or publication as provided as law and upon (i) the Mayor signing the Ordinance, (ii) the City Council duly overriding the veto of the Mayor as provided by law, or (iii) the Mayor failing to sign or veto the Ordinance within fifteen (15) days after the City Council presents the Ordinance to the Mayor.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST JORDAN, UTAH, THIS  
8<sup>TH</sup> DAY OF MARCH 2023.**

CITY OF WEST JORDAN

By:   
Christopher McConnehey  
Council Chair

ATTEST:

Cindy M. Quick, MMC  
Council Office Clerk

*(continued on the following page)*

**Voting by the City Council**

**"YES"**

**"NO"**

Council Chair Christopher McConnehey

Council Vice-Chair Pamela Bloom

Council Member Kelvin Green

Council Member Zach Jacob

Council Member David Pack

Council Member Kayleen Whitelock

Council Member Melissa Worthen



**PRESENTED TO THE MAYOR BY THE CITY COUNCIL ON MARCH 13, 2023.**

Mayor's Action:   X   Approve      \_\_\_\_\_ Veto

By:   
Mayor Dirk Burton

  Mar 14, 2023    
Date

**ATTEST:**



   
Tangee Sloan, CMC  
City Recorder

**STATEMENT OF APPROVAL OR PASSAGE (check one)**

  X   The Mayor approved and signed Ordinance No. 23-13.



\_\_\_\_\_ The Mayor vetoed Ordinance No. 23-13 on \_\_\_\_\_ and the City Council timely overrode the veto of the Mayor by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ Ordinance No. 23-13 became effective by operation of law without the Mayor's approval or disapproval.

   
Tangee Sloan, CMC  
City Recorder

**CERTIFICATE OF PUBLICATION**

I, Tangee Sloan, certify that I am the City Recorder of the City of West Jordan, Utah, and that a short summary of the foregoing ordinance was published on the Utah Public Notice Website on the   15th   day of   March  , 2023. The fully executed copy of the ordinance is retained in the Office of the City Recorder pursuant to Utah Code Annotated, 10-3-711.

   
Tangee Sloan, CMC  
City Recorder

1 1-3-2: DEFINITIONS 1 :

2 Unless the context requires otherwise, as used in this ~~C~~code, the following words have the  
 3 following definitions:

ADVICE AND CONSENT:	A duty of the city council, pursuant to subsection 1-6-5A3, is to vote on each of the mayor's appointments, made pursuant to subsection 1-7-4D; each vote may either approve or disapprove of a given appointment.
ASSISTANT CHIEF ADMINISTRATIVE OFFICER:	An assistant city administrator.
BRIBE:	Any money, goods, rights in action, property, thing of value, or advantage, present or prospective, or any promise or undertaking to give any, asked, given, or accepted, with a corrupt intent to influence unlawfully the person to whom it is given in his action, vote, or opinion in any public or official capacity.
CHIEF ADMINISTRATIVE OFFICER:	The city administrator (see subsection 1-8-8A).
CHIEF EXECUTIVE OFFICER:	The mayor.
CITY:	The municipal corporation and political subdivision of the state of Utah known as the <del>C</del> city of West Jordan.
CITY ADMINISTRATION:	The mayor and city administrator and the authorized officers and assistants acting on their behalf.
CITY COUNCIL, COUNCIL:	The city council of the city pursuant to the council-mayor form of municipal government, but not the mayor.
CITY COUNCIL CHAIR, COUNCIL CHAIR:	This is the council member elected or appointed by a majority of the city council to chair city council meetings (or another council member elected or appointed by a majority of the city council to temporarily act in <del>his/her</del> <u>the council chair's</u> place). See sections 1-6-9 and 1-6-10.
CODE:	The West Jordan City Code comprised of titles, containing ordinances and amendments as enacted by the City Council.
COMPENSATED EMPLOYMENT (WITH THE CITY):	Full-time or part-time employee of the city who receives a regular paycheck; does not include occasional business exchanges with the city.
CORRUPTLY:	A wrongful design to acquire or cause some pecuniary or other advantage to the person guilty of the act or omission referred to, or to some other person.

COUNCIL-MAYOR FORM OF MUNICIPAL GOVERNMENT:	The form of city or municipal government authorized by Utah Code Ann. <del>etated</del> sections 10-3b-201 through 10-3b-205 inclusive, as amended, and successor provisions, said form of government having two separate, independent, and equal branches (legislative and executive), and a separate and judicially independent department comprised of justice court judges and staff as set forth in chapter 10 of this title.
COUNTY:	The political subdivision of the state of Utah known as Salt Lake County.
DEPARTMENT:	Community development, fire, police, public works, <u>public utilities, public services</u> , administrative services and legal departments, as well as any special department of the executive branch identified in the organizational chart of the annual budget as amended by <u>resolution ordinance</u> , during the budget year. "Department" does not include the mayor's office or the justice court department, unless the context clearly indicates otherwise.
DEPARTMENT HEADS:	The community development director, fire chief, police chief, public works director, <u>public utilities director, public services director</u> , administrative services director, city attorney and the head of any special department identified in the organizational chart of the annual budget.
DIVISION:	Each department may be divided into two or more divisions. Each division may be one or more <u>people individuals</u> and may be called a unit, division, section, group, or another name.
FISCAL YEAR:	The period between July 1 and June 30 of any City budget year, apparent from the context of the ordinance language.
HIGHWAY, ROAD:	Means and includes public bridges, and may be held equivalent to the words "county way", "county road", "common road", "public right-of-way", "public easement", "state road", and "state highway".
INDEPENDENT DIVISION:	A division: (a) which is not part of the mayor's office or of any department; and (b) whose leader reports directly to the city administrator or an assistant city administrator <u>and performs one or more special functions</u> .
KNOWINGLY:	Imports only a knowledge that the facts exist which brings the act or omission within the provisions of this <del>C</del> code. It does not require any knowledge of the unlawfulness of such act or omission.
LAND, REAL ESTATE, REAL PROPERTY:	Means and includes land, tenements, hereditaments, water rights, possessory rights and claims.

LAW:	Any formal rule of expected standards of conduct or procedure, enacted by a properly constituted administrative agency or executive, legislative body, or judicial tribunal, including, but not limited to, this code and the Utah Code.
MAJORITY VOTE (OF THE CITY COUNCIL):	As indicated in subsection 1-6-5B, and unless otherwise required or allowed by law, this means a minimum of four (4) "yes" votes.
MALICE, MALICIOUSLY:	The intentional doing of a wrongful act without just cause or excuse, with an intent to inflict an injury or under circumstances that the law will imply an evil intent; established either by proof or by presumption of law.
MAYOR:	This is the duly elected or appointed mayor of the city pursuant to the council-mayor form of municipal government.
MAYOR'S OFFICE:	Defined in section 1-7-9 and in subsection 1-8-8A.
MONTH:	A calendar month, unless otherwise expressed.
NEGLECT, NEGLIGENCE, NEGLIGENT, NEGLIGENTLY:	A want of such attention to the nature or probable consequences of the act of omission as a prudent person ordinarily bestows in acting in <del>his/her</del> <u>their</u> own concern.
OATH:	Means and includes "affirmation", and the word "swear" includes the word "affirm". Every mode of oral statement under oath or affirmation is embraced in the term "testify" and every written one in the term "dispose".
OFFICER:	Elected officials of the city, sworn officers and department heads, together with statutory officers and positions designated in state law as city officers.
OR, AND:	The term "or" may be read as a conjunctive "and", and the term "and" may be read as a disjunctive "or", if the sense requires it.
OWNER:	When applied to a building or land, means and includes any part owner, joint owner, tenant in common, joint tenant or lessee of the whole or of a part of such building or land.
PERSON:	Includes individuals, bodies politic and corporate, companies, partnerships, associations, and other informal entities.
PERSONAL PROPERTY:	Every description of money, goods, chattels, effects, evidences of rights in action, and all written instruments by which any pecuniary obligation, rights or title to property is created, acknowledged, transferred, increased, defeated, discharged or diminished, and every right or interest therein.
PROPERTY:	Real and personal property.
S/HE:	Is intended to express gender neutrality and refers to male or female, both in a plural and singular form.

SIGNATURE:	Any name, mark or sign written with the intent to authenticate any instrument or writing.
SPECIAL DEPARTMENT:	A department of the executive branch which is not specifically identified in the city code but is identified in the organizational chart of the annual budget, as amended by <del>resolution</del> <u>ordinance</u> , during the budget year.
STATE:	The <del>s</del> State of Utah.
STATUTORY OFFICERS:	The city administrator, city attorney, city recorder, city treasurer, and city engineer.
STREET:	Alleys, roads, lanes, courts, boulevards, public ways, public squares, public places and sidewalks.
TENANT, OCCUPANT:	When applied to a building or land, means and includes any person who occupies the whole or any part of such building or land either alone or with others.
TIME; HOW COMPUTED:	The time in which any act provided by this <del>C</del> code is to be done is computed by excluding the first day and including the last, unless the last is a holiday, and then it also is excluded.
UTAH CODE, UCA:	The Utah Code Annotated, as amended.
WILLFULLY:	When applied to the intent with which an act is done or omitted, means and implies simply a purpose or willingness to commit the act or make the omission referred to. It does not require any intent to violate law, or to injure another, or to require any advantage.
WRITING:	Communication in printed, handwritten, digital, or other permanent format.
YEAR:	A calendar year commencing January 1 and ending the last day of December apparent from the context of the ordinance language; does not include a city "fiscal year", as defined in this section. (2001 Code § 1-1-102; amd. 2009 Code; Ord. 19-02, 01-23-2019; Ord. 19-14, 03-27-2019; Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020)

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6 Notes

1 1. UCA §§ 68-3-7, 68-3-12(2).

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9 1-4-2: MAYOR'S COMPENSATION:

10 ~~A. Periodic Establishment Of Mayor Salary:~~ The ~~mayor's annual~~ salary ~~for the position of~~  
11 ~~mayor~~ shall be determined ~~prior to each mayoral election and will be established through~~  
12 ~~the following procedure as follows:~~

13 ~~AB.~~ During ~~year four (4) of each~~ ~~the fourth year of each~~ four (4) year mayoral term  
14 ~~("Year Four")~~ and prior to the deadline for filing a declaration of candidacy for the  
15 ~~upcoming mayoral term~~ ~~mayor during Year Four ("Filing Deadline"),~~ the city council ~~shall~~  
16 ~~may express the desired value~~ ~~determine of~~ the mayoral salary ~~for the upcoming mayoral~~  
17 ~~term by resolution.~~ ~~next subsequent four (4) year mayoral term ("Successor Salary").~~ ~~This~~  
18 ~~desired~~ successor salary ~~within the resolution~~ shall be included in the fiscal year budget  
19 ~~that includes the end of the current mayoral term and the beginning of the upcoming~~  
20 ~~mayoral term. The budget, like any other fiscal budget, which~~ shall be approved by  
21 ordinance, ~~Year Four ("Year Four Budget").~~

22 ~~B.~~ Should the city council neither

23 1. ~~Provide the desired value of the successor mayoral salary~~ ~~Determine the successor~~  
24 ~~salary~~ prior to the filing deadline; nor

25 2. Include the successor salary in the ~~appropriate fiscal year budget~~ ~~year four (4)~~  
26 ~~budget,~~ as provided in this subsection, the successor salary shall be the same as that salary  
27 provided to the incumbent mayor in the year four (4) budget.

28 C. The successor salary shall take effect on the first Monday of January following the  
29 mayoral election per Utah Code Ann. ~~otated~~ section 10-3-201.

30 D. Should any person elected to complete a full ~~four (4) year~~ mayoral term not complete  
31 such term ~~("Prior Mayor"),~~ the individual appointed to complete the remainder of the ~~four~~  
32 ~~(4) year~~ mayoral term shall receive the same salary provided to the prior mayor at the time  
33 the prior mayor left office.

34 E. Mayor Consent Required ~~t~~To Reduce Compensation: The ~~sitting~~ mayor may  
35 voluntarily reduce ~~his or her~~ ~~mayoral~~ compensation for ~~any~~ given budget year, with the  
36 amount of the reduction to be placed in the general fund. The ~~mayor's salary~~ ~~mayoral~~  
37 ~~compensation~~ may not be reduced during ~~his or her~~ ~~the mayor's~~ term of office without ~~his~~  
38 ~~or her~~ ~~the mayor's~~ consent.

39 F. Mayor Salary Accrual; Timesheets; Benefits; Salary Increases: The mayor's  
40 compensation will be distributed to the mayor over twenty-six (26) pay periods through  
41 the city's regular payroll system, including the withholding of state and federal taxes and  
42 state pension plan contributions. The mayor shall not be required to submit time sheets.  
43 The mayor shall also receive the standard benefits provided by the city to appointed  
44 officers of the city; provided however that the mayor will neither:

45 1. Be allocated executive or compensatory leave; nor

46 2. Be entitled to merit increases, performance increases, and cost of living increases  
47 afforded city employees, without specific approval of the city council as noted in subsection  
48 G of this section.

49 G. Increase ~~in the sitting M~~mayor's Compensation: Any increase in the sitting mayor's  
50 compensation shall be approved in a compensation schedule or salary table adopted by the  
51 city council by ordinance, after a public hearing, in a manner consistent with all other  
52 relevant requirements of this code and of Utah Code Ann. ~~etated~~ section 10-3-818. (Ord. 22-  
53 42, 8-10-2022)

54



55 1-6-14: COUNCIL'S APPOINTMENTS OF COUNCIL REPRESENTATIVES/LIAISONS TO  
56 EXTERNAL ORGANIZATIONS:

57 The city council shall appoint city council members to serve as council  
58 representatives/liaisons to external organizations as follows:

59 A. Terms of Office for Council Representatives/Liaisons to External Organizations: The  
60 term shall be one (1) year from the date of appointment. Unless otherwise prohibited by  
61 law, rules, or by-laws, a council representative/liaison may continue to hold over for up to  
62 three months or until a replacement is appointed.

63 B. Each Re-Appointment is a New Appointment: Each re-appointment (of the same  
64 individual to the same council representative/liaison position) shall follow all the same  
65 procedures as an initial appointment to a council representative/liaison position.

66 C. Reports from Council Representatives/Liaisons: Each council representative/liaison  
67 shall provide reports and updates as requested by the council.

68 D. The following entities are external organizations for the purposes of this section:

69 1. Utah League of Cities and Towns Legislative Policy Committee;

70 2. Salt Lake Council of Governments;

71 3. Chamber West;

72 ~~4. Jordan School District;~~

73 ~~5. Wasatch Front Regional Council;~~

74 ~~6. Western Growth Coalition; and~~

75 ~~7. Association of Municipal Councils (AMC); and~~

76 5. Other external organizations as deemed appropriate by the relevant body and in  
77 accordance with the external organization's by-laws. (Ord. 22-04, 2-23-2022)

78

79

80 1-6-13: COUNCIL COMMITTEES:

81 A. Pursuant to Utah Code Ann. section 10-3b-203, and successor provisions, the council  
82 may appoint a committee of council members or citizens to conduct an investigation into  
83 any matter relating to the welfare of the city.

84 B. For each committee, the council shall:

85 1. Designate the name ~~and mission statement~~;

86 2. Designate whether the committee is standing or temporary, with the temporary  
87 meaning to exist for not more than 365 days;

88 3. Appoint all voting members or designate the method of their appointment, subject to  
89 the following:

90 a. No more than three (3) council members shall be appointed, unless the council  
91 expressly directs otherwise with respect to a given committee, in which case meetings of  
92 the committee shall be noticed and recorded in accordance with the open and public  
93 meetings act; and

94 b. No citizens shall be appointed as voting members unless the council makes a  
95 finding that the purpose of the committee is to conduct an investigation in accordance with  
96 Utah Code subsection 10-3b-203(1)(b)(iv), and successor provisions;

97 4. Appoint a chair and a vice-chair; and

98 5. Have the authority to remove any voting member from the committee by majority  
99 vote.

100 C. Council staff, and executive branch staff if permitted by the mayor, may provide  
101 support for, but are not voting members of, any such body. A committee may ask private  
102 citizens to assist and provide counsel as needed as nonvoting advisors.

103 D. The chair, vice-chair, or a person designated by the chair or by the committee shall  
104 report findings to the council, assisted as needed by others. (Ord. 19-32, 10-23-2019,  
105 Effective at 12 noon on January 6, 2020)

106

107 1-13-1: CITY COUNCIL MEETINGS:

108 A. Meeting Schedule: The ~~City Council~~ ~~will shall~~ hold regular ~~City Council~~ meetings  
109 not less than one time per month, pursuant to a schedule adopted by ~~City Council~~  
110 ~~resolution ordinance~~. ~~This resolution shall also set the meeting schedules of other City~~  
111 ~~bodies that hold regular meetings over the course of a year.~~

112 B. Anchor<sup>2</sup> Meeting Location: Unless otherwise exempted by ~~Utah Code Ann. Utah law,~~  
113 ~~rules, and regulations~~, the anchor meeting location for ~~City Council~~ meetings will be the  
114 West Jordan City Hall in the chambers of the ~~City Council~~, which is located at 8000 South  
115 Redwood Road, West Jordan, Utah. Additional anchor locations may be established by the  
116 ~~Council~~ for ~~Council~~ meetings as necessary and as lawfully designated by the ~~City~~  
117 ~~Council~~.

118 C. Time Of Meeting: ~~Regular City Council meetings will begin at a time five-thirty (5:30)~~  
119 ~~P.M., unless otherwise designated by the City Council and noticed pursuant to 1-13-3 of this~~  
120 ~~chapter. Regular city council meetings will begin at the time featured on the public notice~~  
121 ~~described in 1-13-3 of this chapter.~~

122 D. Emergency And Special Meetings: Emergency and special ~~city council~~ meetings ~~of the~~  
123 ~~City Council are not required to be scheduled by resolution and~~ may be held at ~~such~~ times  
124 and locations as designated by the ~~City Council's rules of procedure~~ and in accordance  
125 with ~~State law. Utah Code Ann. Section 10-3-502.~~

126 E. Electronic Meetings (And Remote Locations): City Council members may participate  
127 electronically from one or more remote locations, according to ~~State law Utah Code Ann.~~  
128 ~~section 52-4-207~~ and adopted ~~council~~ rules and procedures, and by contacting the ~~Council~~  
129 ~~Chair and Council office Director at a time that is with~~ sufficient ~~time~~ to meet public  
130 noticing requirements. Any ~~person individual~~ may participate electronically in the open  
131 portions of a ~~City Council~~ meeting, if called on by the ~~Council Chair~~ during the meeting.

132 F. Notice Of Meetings: ~~The Council Office Director and/pr or Council Staff A member of~~  
133 ~~the council office staff or a designee~~ shall ~~post cause that the~~ required notice of the  
134 locations and times of all meetings of the ~~City Council~~ ~~be posted~~ as required by ~~State~~  
135 ~~law Utah Code Ann.~~

136 G. Open And Public Meetings: All meetings of the City Council shall be held in compliance  
137 with the Utah Open and Public Meetings Act as set forth in Utah Code Ann. ~~otated~~ section  
138 52-4-1 et seq., or successor provisions. (2001 Code § 2-8-101; amd. Ord. 17-52, 9-27-2017;  
139 Ord. 17-58, 10-25-2017; Ord. 18-39, 12-5-2018; Ord. 19-14, 3-27-2019; Ord. 20-07, 5-13-  
140 2020)

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142

143 1-13-3: PUBLIC NOTICE OF ~~ANNUAL~~ MEETINGS:

144 A. ~~The Council Office Director and/or other Council Staff~~ A member of the council office  
145 staff shall ~~cause to be given~~ give public notice at least once each year of ~~the an~~ annual  
146 meeting schedule adopted pursuant to section 1-13-1 of this chapter. ~~This~~ The public notice  
147 shall ~~specify~~ include the date, time and place of ~~such~~ each meetings scheduled in advance  
148 over the course of a year, and shall be placed on file with the ~~City~~ Recorder.

149 B. In addition to the notice requirements of subsection A of this section, ~~the Council~~  
150 Office Director and/or other Council Staff a member of council office staff shall ~~cause to be~~  
151 given public notice of ~~the~~ each ~~City~~ Ccouncil meeting's agenda, together with the date, time  
152 and place of each ~~of such~~ meeting, and reasonable specificity for each topic listed. The  
153 notice shall be given not less than twenty four (24) hours before the commencement of the  
154 meeting.

155 C. Public notice shall be satisfied by Utah Code:

156 ~~— 1. Posting written notice at the principal office of the public body, or if no such office~~  
157 ~~exists, at the building where the meeting is to be made~~ held; and

158 ~~— 2. Providing a notice to at least one newspaper of general circulation within the~~  
159 ~~geographic jurisdiction of the public body or to a local media correspondent.~~

160 ~~— D. When because of unforeseen circumstances it is necessary to hold an emergency~~  
161 ~~meeting to consider matters of an emergency or urgent nature, the notice requirements of~~  
162 ~~subsection B of this section may be disregarded and the best notice practicable given. No~~  
163 ~~such emergency meeting of a public body may be held, unless an attempt has been made to~~  
164 ~~notify all of its members and the majority votes in the affirmative to hold the meeting~~  
165 ~~consistent with State law. (2001 Code § 2-8-103; amd. Ord. 19-14, 3-27-2019; Ord. 20-07,~~  
166 ~~5-13-2020; Ord. 21-11, 3-24-2021)~~

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169 1-13-4: MINUTES OF PUBLIC MEETINGS:

170 A. Written minutes shall be kept of all open meetings as required by ~~State law~~ Utah Code  
171 Ann. section 52-4-203. Such minutes shall include:

172 ~~—1. The date, time and place of the meeting.~~

173 ~~—2. The names of members present and absent.~~

174 ~~—3. The substance of all matters proposed, discussed or decided, and a record, by~~  
175 ~~individual member, of votes taken.~~

176 ~~—4. The names of all citizens who appeared and the substance in brief of their testimony.~~

177 ~~—5. Any other information that any member requests be entered in the minutes.~~

178 B. A recording or sworn sole purpose statement shall be kept for each closed meeting, as  
179 required by Utah Code Ann. ~~etated~~ Ssection 52-4-206.

180 C. The pending minutes of a public meeting are public records and shall be available to  
181 the public within 30 days after holding the open meeting, subject to Utah Code Ann. section  
182 52-4-203 a reasonable time after the meeting.

183 D. All or any part of an open meeting may be recorded by any person in attendance,  
184 provided the recording does not interfere with the conduct of the meeting.

185 E. The minutes of the public meetings of the ~~C~~city ~~C~~council and of the various other  
186 committees and boards of the City shall be kept ~~and preserved indefinitely as a history and~~  
187 ~~journal of the proceedings of the City.~~ (2001 Code § 2-8-104; amd. Ord. 09-13, 4-14-2009;  
188 Ord. 19-14, 3-27-2019; Ord. 20-07, 5-13-2020)

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190

191 1-13-5: RULES OF CONDUCT:

192 The City Council may adopt rules and procedures for the efficient and fair functioning of its  
193 meetings. In the absence of any specific rule or procedure to the contrary, "[Robert's Rules](#)  
194 [of Order - In Brief Updated 3<sup>rd</sup> Edition](#)~~[Webster's New World Robert's Rules of Order,](#)~~  
195 ~~[Simplified and Applied](#)~~", shall govern parliamentary procedure before the ~~c~~City ~~C~~council.  
196 (2001 Code § 2-8-105; amd. Ord. 20-7, 5-13-2020)

197

198

199 1-15-2: QUALIFICATIONS FOR OFFICE:

200 A. Qualifications for All Candidates:

201 1. A ~~C~~candidate must be a registered voter who has resided within the city for a period  
202 of twelve (12) consecutive months immediately preceding the date of the general election.

203 a. In case of an annexation, any person who has resided within the territory annexed  
204 for the prescribed twelve (12) month period is deemed to meet the residence requirement  
205 for candidacy.

206 2. Candidates to be voted for at all municipal elections in the city shall be elected in an  
207 election administered consistent with Utah Code Ann. Title 20A, Chapter 5, with  
208 amendments and modifications as are appropriate for a municipal election.

209 B. Qualifications for Mayor: There are no additional qualifications for ~~M~~mayor other than  
210 the requirements listed in 1-15-2(A).

211 C. Qualifications for City Council:

212 1. Election to Council Seats:

213 a. Three (3) city council members shall be elected in a city wide at-large election. All  
214 registered voters residing in the city may vote for at-large city council candidates. The at-  
215 large council members must be qualified electors residing in the city. The three (3) at-large  
216 council member seats shall be filled by the three (3) candidates receiving the highest,  
217 second highest, and third highest number of votes in the election in which all candidates  
218 are running against all other candidates for the at large seats.

219 b. Four (4) city council members shall be elected from council districts that are  
220 substantially equal in population. To vote for a "districted" council candidate, a registered  
221 voter must be a resident of the council district for which the candidate is running. To be  
222 elected from a council district, the ~~C~~candidate must be a qualified elector residing in the  
223 council district for which they are running at the time of declaration of candidacy and  
224 through the completion of the elected term. If the candidate for a districted council seat  
225 ceases to be a qualified elector residing in council district he is running for before the  
226 primary or general election, the city recorder shall inform the appropriate election official  
227 that the candidate has been disqualified. The election official shall thereafter: (i) remove  
228 the candidate's name from the ballot if practicable by blacking out the candidate's name  
229 before the ballots are delivered to voters or (ii) if removing the candidates name is not  
230 possible, inform the voters by any practicable method that the candidate has been  
231 disqualified and that votes cast for the candidate will not be counted, and (iii) not count any  
232 votes for the disqualified candidate.

233 c. A candidate's name may not appear on the ballot for more than one City elected  
234 office in the same election.

235 ~~D.2.~~ Time of Elections:

236 a. The three (3) at-large council seats shall be elected for four (4) year terms of office  
237 during the regular municipal election in November 2021, and each fourth year thereafter.

238 b. The four (4) districted council seats and the mayor shall be elected for four (4) year  
239 terms of office. during the regular municipal election in November 2019, and each fourth  
240 year thereafter.

241 ~~DE~~. Council District Boundaries:

242 1. The boundaries of the council districts shall be adopted approved by a resolution in  
243 a city council meeting, ~~with each council district including specifically listed voting~~  
244 ~~precincts of Salt Lake County.~~

245 2. Within six months after the Legislature completes its decennial redistricting  
246 process, or when otherwise required by law Utah Code, the city recorder shall submit for  
247 city council approval council district boundaries to be realigned, if necessary.

248 a. The city council shall designate, by resolution, ~~the~~ council districts that are  
249 substantially equal in population for the districted council members to be elected from.

250 ~~— b. In determining the boundaries of council districts, the city council shall not divide~~  
251 ~~any given county voting precinct between two (2) council districts.~~

252 ~~eb~~. The boundaries of the council districts shall not be changed frivolously or  
253 arbitrarily, but only for the purpose of assuring that the council districts are contiguous,  
254 compact, and substantially equal in population.

255 ~~EF~~. Term of Office: The ~~M~~mayor and ~~M~~members of the ~~C~~city ~~C~~council, unless otherwise  
256 set forth by law, shall begin their terms of office at 12 noon on the first Monday in January  
257 following their election.

258 ~~FG~~. Primary Election: If the number of ~~C~~candidates for a specific elected office exceeds  
259 twice the number of individuals needed to fill the office, the ~~C~~city will hold a Primary  
260 Election in accordance with Utah Code Ann. § 20A-9-404 to reduce the candidate field for  
261 the General Election to two times the number of individuals needed to fill the elected office.  
262 The candidates with the highest vote totals shall move forward to the General Election. If  
263 there are fewer than two times the number of ~~C~~candidates for a specific elected office, a  
264 Primary Election shall not be held for that elected office. (Ord. 20-44, 12-2-2020; amd. Ord.  
265 21-44, 11-16-2021)

266



267 1-15-4: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES:

268 A. Disclosure Duty: Each candidate for elected municipal office shall report financial  
269 contributions and expenditures in full compliance with this code, Utah ~~C~~ode Ann. section  
270 10-3-208, and ~~¶~~Title 20A, ~~¶~~Chapter 11, or ~~their-its~~ successor provisions. If the ~~C~~ity adopts  
271 stricter disclosure requirements than Utah Code the disclosure requirements of this  
272 Chapter shall apply.

273 B. Report Filing: The filings required by this section shall be made with the city recorder.  
274 The statements so filed shall be public records.

275 C. Campaign Finance Reports:

276 1. Campaign finance reports shall detail accurately and completely the information  
277 required concerning contributions and expenditures.

278 2. Campaign finance reports shall identify the amount of each contribution, regardless  
279 of amount, and the name of the contributor, if known. The monetary value of in-kind  
280 contributions should be estimated.

281 3. Campaign finance reports shall identify each expenditure, regardless of amount, and  
282 the name of the recipient of the expenditure.

283 4. Campaign finance reports shall identify any anonymous donations. Campaign finance  
284 reports must include a statement of the date of transfer to state, county, city, or a non-  
285 profit 501(c)(3) organization and identify the organization funds were transferred to on  
286 any anonymous contributions greater than \$50.00 as an Expenditure.

287 D. Current Elected Officials: Current elected officials must submit an updated campaign  
288 finance report no later than ~~June 1st~~April 1st each year in office to disclose campaign  
289 contributions and expenditures made or received since the immediately prior Reporting  
290 Period.

291 E. Campaign finance reports shall include a statement certifying that:

292 ~~1. All contributions and expenditures not previously reported have been reported.~~

293 ~~— 2. There are no bills or obligations outstanding and unpaid except as set forth in the~~  
294 ~~campaign finance report.~~

295 ~~— 3. The campaign finance report represents a good faith effort by the candidate to~~  
296 ~~comply with West Jordan City Ordinance and Utah State Law.~~

297 ~~— 4. The information contained in the campaign finance report is, to the best of the~~  
298 ~~Candidate or Reporting Entity's knowledge, true, accurate, and complete.~~

299 F. City Recorder Notifications:

300 1. The ~~C~~ity ~~R~~ecorder shall notify each candidate for municipal office upon declaration  
301 of candidacy and again 14 days before each municipal election, of the provisions of this  
302 ordinance and Utah law that govern disclosure of contributions, expenditures, and the

303 penalties for failing to file a campaign finance report, including the statutory provisions  
304 that require the removal of the candidate's name from the ballot for failure to file required  
305 campaign finance reports.

§06 2. The ~~C~~city ~~R~~ecorder shall notify all elected officials of their obligation to file an  
§07 annual updated campaign finance report by ~~June 1st~~April 1st as required by this section  
308 and the penalties for failing to do so at least 14 days but no more than 21 days before such  
309 campaign finance report is due. (Ord. 20-44, 12-2-2020)

310

§11  
|

312 1-15-5: OATH OF OFFICE:

313 A. The Oath of Office ceremony shall be budgeted for by the City Elections Officer  
314 recorder for the mayor and city council members.

315 B. The Oath of Office ceremony shall be prepared jointly by the Council Office  
316 Director and City Elections Officer recorder:

317 1. The Oath of Office ceremony is a special council meeting conducted by the  
318 presiding council member (council chair, council vice-chair, etc.).

319 A.C. Oath Required: Prior to assuming their official duties the mayor and each  
320 council member shall take and subscribe the oath of office designated in subsection  
321 D.B of this section.

322 D.B. Oath Provisions: The oath of office shall be:

323 I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, obey and defend the  
324 constitution of the United States and the constitution of the state of Utah and the laws and  
325 ordinances of the City of West Jordan, and that I will discharge the duties of my office with  
326 fidelity.

327 E. Filing: The subscribed oath of all officers shall be filed with the city recorder.

328 F. No official act of any municipal officer shall be invalid for failure to take the oath of  
329 office. (Ord. 20-44, 12-2-2020)

330

1-3-2: DEFINITIONS 1 :

Unless the context requires otherwise, as used in this code, the following words have the following definitions:

ADVICE AND CONSENT:	A duty of the city council, pursuant to subsection 1-6-5A3, is to vote on each of the mayor's appointments, made pursuant to subsection 1-7-4D; each vote may either approve or disapprove of a given appointment.
ASSISTANT CHIEF ADMINISTRATIVE OFFICER:	An assistant city administrator.
BRIBE:	Any money, goods, rights in action, property, thing of value, or advantage, present or prospective, or any promise or undertaking to give any, asked, given, or accepted, with a corrupt intent to influence unlawfully the person to whom it is given in his action, vote, or opinion in any public or official capacity.
CHIEF ADMINISTRATIVE OFFICER:	The city administrator (see subsection 1-8-8A).
CHIEF EXECUTIVE OFFICER:	The mayor.
CITY:	The municipal corporation and political subdivision of the state of Utah known as the City of West Jordan.
CITY ADMINISTRATION:	The mayor and city administrator and the authorized officers and assistants acting on their behalf.
CITY COUNCIL, COUNCIL:	The city council of the city pursuant to the council-mayor form of municipal government, but not the mayor.
CITY COUNCIL CHAIR, COUNCIL CHAIR:	This is the council member elected or appointed by a majority of the city council to chair city council meetings (or another council member elected or appointed by a majority of the city council to temporarily act in the council chair's place). See sections 1-6-9 and 1-6-10.
CODE:	The West Jordan City Code comprised of titles, containing ordinances and amendments as enacted by the City Council.
COMPENSATED EMPLOYMENT (WITH THE CITY):	Full-time or part-time employee of the city who receives a regular paycheck; does not include occasional business exchanges with the city.
CORRUPTLY:	A wrongful design to acquire or cause some pecuniary or other advantage to the person guilty of the act or omission referred to, or to some other person.

<b>COUNCIL-MAYOR FORM OF MUNICIPAL GOVERNMENT:</b>	The form of city or municipal government authorized by Utah Code Ann. sections 10-3b-201 through 10-3b-205 inclusive, as amended, and successor provisions, said form of government having two separate, independent, and equal branches (legislative and executive), and a separate and judicially independent department comprised of justice court judges and staff as set forth in chapter 10 of this title.
<b>COUNTY:</b>	The political subdivision of the state of Utah known as Salt Lake County.
<b>DEPARTMENT:</b>	Community development, fire, police, public works, public utilities, public services, administrative services and legal departments, as well as any special department of the executive branch identified in the organizational chart of the annual budget as amended by ordinance, during the budget year. "Department" does not include the mayor's office or the justice court department, unless the context clearly indicates otherwise.
<b>DEPARTMENT HEADS:</b>	The community development director, fire chief, police chief, public works director, public utilities director, public services director, administrative services director, city attorney and the head of any special department identified in the organizational chart of the annual budget.
<b>DIVISION:</b>	Each department may be divided into two or more divisions. Each division may be one or more individuals and may be called a unit, division, section, group, or another name.
<b>FISCAL YEAR:</b>	The period between July 1 and June 30 of any City budget year, apparent from the context of the ordinance language.
<b>HIGHWAY, ROAD:</b>	Means and includes public bridges, and may be held equivalent to the words "county way", "county road", "common road", "public right-of-way", "public easement", "state road", and "state highway".
<b>INDEPENDENT DIVISION:</b>	A division: (a) which is not part of the mayor's office or of any department; and (b) whose leader reports directly to the city administrator or an assistant city administrator and performs one or more special functions.
<b>KNOWINGLY:</b>	Imports only a knowledge that the facts exist which brings the act or omission within the provisions of this code. It does not require any knowledge of the unlawfulness of such act or omission.
<b>LAND, REAL ESTATE, REAL PROPERTY:</b>	Means and includes land, tenements, hereditaments, water rights, possessory rights and claims.

LAW:	Any formal rule of expected standards of conduct or procedure, enacted by a properly constituted administrative agency or executive, legislative body, or judicial tribunal, including, but not limited to, this code and the Utah Code.
MAJORITY VOTE (OF THE CITY COUNCIL):	As indicated in subsection 1-6-5B, and unless otherwise required or allowed by law, this means a minimum of four (4) "yes" votes.
MALICE, MALICIOUSLY:	The intentional doing of a wrongful act without just cause or excuse, with an intent to inflict an injury or under circumstances that the law will imply an evil intent; established either by proof or by presumption of law.
MAYOR:	This is the duly elected or appointed mayor of the city pursuant to the council-mayor form of municipal government.
MAYOR'S OFFICE:	Defined in section 1-7-9 and in subsection 1-8-8A.
MONTH:	A calendar month, unless otherwise expressed.
NEGLECT, NEGLIGENCE, NEGLIGENT, NEGLIGENTLY:	A want of such attention to the nature or probable consequences of the act of omission as a prudent person ordinarily bestows in acting in their own concern.
OATH:	Means and includes "affirmation", and the word "swear" includes the word "affirm". Every mode of oral statement under oath or affirmation is embraced in the term "testify" and every written one in the term "dispose".
OFFICER:	Elected officials of the city, sworn officers and department heads, together with statutory officers and positions designated in state law as city officers.
OR, AND:	The term "or" may be read as a conjunctive "and", and the term "and" may be read as a disjunctive "or", if the sense requires it.
OWNER:	When applied to a building or land, means and includes any part owner, joint owner, tenant in common, joint tenant or lessee of the whole or of a part of such building or land.
PERSON:	Includes individuals, bodies politic and corporate, companies, partnerships, associations, and other informal entities.
PERSONAL PROPERTY:	Every description of money, goods, chattels, effects, evidences of rights in action, and all written instruments by which any pecuniary obligation, rights or title to property is created, acknowledged, transferred, increased, defeated, discharged or diminished, and every right or interest therein.
PROPERTY:	Real and personal property.

S/HE:	Is intended to express gender neutrality and refers to male or female, both in a plural and singular form.
SIGNATURE:	Any name, mark or sign written with the intent to authenticate any instrument or writing.
SPECIAL DEPARTMENT:	A department of the executive branch which is not specifically identified in the city code but is identified in the organizational chart of the annual budget, as amended by ordinance, during the budget year.
STATE:	The State of Utah.
STATUTORY OFFICERS:	The city administrator, city attorney, city recorder, city treasurer, and city engineer.
STREET:	Alleys, roads, lanes, courts, boulevards, public ways, public squares, public places and sidewalks.
TENANT, OCCUPANT:	When applied to a building or land, means and includes any person who occupies the whole or any part of such building or land either alone or with others.
TIME; HOW COMPUTED:	The time in which any act provided by this code is to be done is computed by excluding the first day and including the last, unless the last is a holiday, and then it also is excluded.
UTAH CODE, UCA:	The Utah Code Annotated, as amended.
WILLFULLY:	When applied to the intent with which an act is done or omitted, means and implies simply a purpose or willingness to commit the act or make the omission referred to. It does not require any intent to violate law, or to injure another, or to require any advantage.
WRITING:	Communication in printed, handwritten, digital, or other permanent format.
YEAR:	A calendar year commencing January 1 and ending the last day of December apparent from the context of the ordinance language; does not include a city "fiscal year", as defined in this section. (2001 Code § 1-1-102; amd. 2009 Code; Ord. 19-02, 01-23-2019; Ord. 19-14, 03-27-2019; Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020)

## Notes

1. UCA §§ 68-3-7, 68-3-12(2).

#### 1-4-2: MAYOR'S COMPENSATION:

The annual salary for the position of mayor shall be determined prior to each mayoral election and will be established through the following procedure:

A. During the fourth year of each four (4) year mayoral term and prior to the deadline for filing a declaration of candidacy for the upcoming mayoral term, the city council may express the desired value of the mayoral salary for the upcoming mayoral term by resolution. This desired successor salary within the resolution shall be included in the fiscal year budget that includes the end of the current mayoral term and the beginning of the upcoming mayoral term. The budget, like any other fiscal budget, shall be approved by ordinance.

B. Should the city council neither

1. Provide the desired value of the successor mayoral salary prior to the filing deadline; nor

2. Include the successor salary in the appropriate fiscal year budget as provided in this subsection, the successor salary shall be the same as that salary provided to the incumbent mayor in the year four (4) budget.

C. The successor salary shall take effect on the first Monday of January following the mayoral election per Utah Code Ann. section 10-3-201.

D. Should any person elected to complete a full mayoral term not complete such term, the individual appointed to complete the remainder of the mayoral term shall receive the same salary provided to the prior mayor at the time the prior mayor left office.

E. Mayor Consent Required to Reduce Compensation: The sitting mayor may voluntarily reduce mayoral compensation for any given budget year, with the amount of the reduction to be placed in the general fund. The mayoral compensation may not be reduced during the mayor's term of office without the mayor's consent.

F. Mayor Salary Accrual; Timesheets; Benefits; Salary Increases: The mayor's compensation will be distributed to the mayor over twenty-six (26) pay periods through the city's regular payroll system, including the withholding of state and federal taxes and state pension plan contributions. The mayor shall not be required to submit time sheets. The mayor shall also receive the standard benefits provided by the city to appointed officers of the city; provided however that the mayor will neither:

1. Be allocated executive or compensatory leave; nor

2. Be entitled to merit increases, performance increases, and cost of living increases afforded city employees, without specific approval of the city council as noted in subsection G of this section.

G. Increase in the sitting mayor's Compensation: Any increase in the sitting mayor's compensation shall be approved in a compensation schedule or salary table adopted by the city council by ordinance, after a public hearing, in a manner consistent with all other



relevant requirements of this code and of Utah Code Ann. section 10-3-818. (Ord. 22-42, 8-10-2022)

1-6-14: COUNCIL'S APPOINTMENTS OF COUNCIL REPRESENTATIVES/LIAISONS TO EXTERNAL ORGANIZATIONS:

The city council shall appoint city council members to serve as council representatives/liaisons to external organizations as follows:

A. Terms of Office for Council Representatives/Liaisons to External Organizations: The term shall be one (1) year from the date of appointment. Unless otherwise prohibited by law, rules, or by-laws, a council representative/liaison may continue to hold over for up to three months or until a replacement is appointed.

B. Each Re-Appointment is a New Appointment: Each re-appointment (of the same individual to the same council representative/liaison position) shall follow all the same procedures as an initial appointment to a council representative/liaison position.

C. Reports from Council Representatives/Liaisons: Each council representative/liaison shall provide reports and updates as requested by the council.

D. The following entities are external organizations for the purposes of this section:

1. Utah League of Cities and Towns Legislative Policy Committee;
2. Salt Lake Council of Governments;
3. Chamber West;
4. Association of Municipal Councils (AMC); and
5. Other external organizations as deemed appropriate by the relevant body and in accordance with the external organization's by-laws. (Ord. 22-04, 2-23-2022)

1-6-13: COUNCIL COMMITTEES:

A. Pursuant to Utah Code Ann. section 10-3b-203, and successor provisions, the council may appoint a committee of council members or citizens to conduct an investigation into any matter relating to the welfare of the city.

B. For each committee, the council shall:

1. Designate the name;
2. Designate whether the committee is standing or temporary, with the temporary meaning to exist for not more than 365 days;
3. Appoint all voting members or designate the method of their appointment, subject to the following:
  - a. No more than three (3) council members shall be appointed, unless the council expressly directs otherwise with respect to a given committee, in which case meetings of the committee shall be noticed and recorded in accordance with the open and public meetings act; and
  - b. No citizens shall be appointed as voting members unless the council makes a finding that the purpose of the committee is to conduct an investigation in accordance with Utah Code subsection 10-3b-203(1)(b)(iv), and successor provisions;
4. Appoint a chair and a vice-chair; and
5. Have the authority to remove any voting member from the committee by majority vote.

C. Council staff, and executive branch staff if permitted by the mayor, may provide support for, but are not voting members of, any such body. A committee may ask private citizens to assist and provide counsel as needed as nonvoting advisors.

D. The chair, vice-chair, or a person designated by the chair or by the committee shall report findings to the council, assisted as needed by others. (Ord. 19-32, 10-23-2019, Effective at 12 noon on January 6, 2020)

### 1-13-1: CITY COUNCIL MEETINGS:

A. Meeting Schedule: The city council shall hold regular city council meetings not less than one time per month, pursuant to a schedule adopted by ordinance.

B. Anchor Meeting Location: Unless otherwise exempted by Utah Code Ann., the anchor meeting location for city council meetings will be the West Jordan City Hall in the chambers of the city council, which is located at 8000 South Redwood Road, West Jordan, Utah. Additional anchor locations may be established by the council for council meetings as necessary and as lawfully designated by the city council.

C. Time Of Meeting: Regular city council meetings will begin at the time featured on the public notice described in 1-13-3 of this chapter.

D. Emergency And Special Meetings: Emergency and special city council meetings may be held at times and locations as designated by the city council and in accordance with Utah Code Ann. Section 10-3-502.

E. Electronic Meetings (And Remote Locations): City Council members may participate electronically from one or more remote locations, according to Utah Code Ann. section 52-4-207 and adopted council rules and procedures, and by contacting the council chair and council office director with sufficient time to meet public noticing requirements. Any individual may participate electronically in the open portions of a city council meeting, if called on by the council chair during the meeting.

F. Notice Of Meetings: A member of the council office staff or a designee shall post required notice of the locations and times of all meetings of the city council as required by Utah Code Ann.

G. Open And Public Meetings: All meetings of the City Council shall be held in compliance with the Utah Open and Public Meetings Act as set forth in Utah Code Ann. section 52-4-1 et seq., or successor provisions. (2001 Code § 2-8-101; amd. Ord. 17-52, 9-27-2017; Ord. 17-58, 10-25-2017; Ord. 18-39, 12-5-2018; Ord. 19-14, 3-27-2019; Ord. 20-07, 5-13-2020)

1-13-3: PUBLIC NOTICE OF MEETINGS:

A. A member of the council office staff shall give public notice at least once each year of an annual meeting schedule adopted pursuant to section 1-13-1 of this chapter. The notice shall include the date, time and place of each meeting scheduled in advance over the course of a year and shall be placed on file with the city recorder.

B. In addition to the notice requirements of subsection A of this section, a member of council office staff shall give public notice of each city council meeting agenda, together with the date, time and place of each meeting, and reasonable specificity for each topic listed. The notice shall be given not less than twenty-four (24) hours before the commencement of the meeting.

C. Public notice shall be satisfied by Utah Code.

1-13-4: MINUTES OF PUBLIC MEETINGS:

A. Written minutes shall be kept of all open meetings as required by Utah Code Ann. section 52-4-203.

B. A recording or sworn sole purpose statement shall be kept for each closed meeting, as required by Utah Code Ann. Section 52-4-206.

C. The pending minutes of a public meeting are public records and shall be available to the public within 30 days after holding the open meeting, subject to Utah Code Ann. section 52-4-203.

D. All or any part of an open meeting may be recorded by any person in attendance, provided the recording does not interfere with the conduct of the meeting.

E. The minutes of the public meetings of the city council and of the various other committees and boards of the City shall be kept. (2001 Code § 2-8-104; amd. Ord. 09-13, 4-14-2009; Ord. 19-14, 3-27-2019; Ord. 20-07, 5-13-2020)

1-13-5: RULES OF CONDUCT:

The City Council may adopt rules and procedures for the efficient and fair functioning of its meetings. In the absence of any specific rule or procedure to the contrary, "Robert's Rules of Order - In Brief Updated 3<sup>rd</sup> Edition", shall govern parliamentary procedure before the city council. (2001 Code § 2-8-105; amd. Ord. 20-7, 5-13-2020)

## 1-15-2: QUALIFICATIONS FOR OFFICE:

### A. Qualifications for All Candidates:

1. A candidate must be a registered voter who has resided within the city for a period of twelve (12) consecutive months immediately preceding the date of the general election.

a. In case of an annexation, any person who has resided within the territory annexed for the prescribed twelve (12) month period is deemed to meet the residence requirement for candidacy.

2. Candidates to be voted for at all municipal elections in the city shall be elected in an election administered consistent with Utah Code Ann. Title 20A, Chapter 5, with amendments and modifications as are appropriate for a municipal election.

B. Qualifications for Mayor: There are no additional qualifications for mayor other than the requirements listed in 1-15-2(A).

### C. Qualifications for City Council:

#### 1. Election to Council Seats:

a. Three (3) city council members shall be elected in a city wide at-large election. All registered voters residing in the city may vote for at-large city council candidates. The at-large council members must be qualified electors residing in the city. The three (3) at-large council member seats shall be filled by the three (3) candidates receiving the highest, second highest, and third highest number of votes in the election in which all candidates are running against all other candidates for the at large seats.

b. Four (4) city council members shall be elected from council districts that are substantially equal in population. To vote for a "districted" council candidate, a registered voter must be a resident of the council district for which the candidate is running. To be elected from a council district, the candidate must be a qualified elector residing in the council district for which they are running at the time of declaration of candidacy and through the completion of the elected term. If the candidate for a districted council seat ceases to be a qualified elector residing in council district he is running for before the primary or general election, the city recorder shall inform the appropriate election official that the candidate has been disqualified. The election official shall thereafter: (i) remove the candidate's name from the ballot if practicable by blacking out the candidate's name before the ballots are delivered to voters or (ii) if removing the candidates name is not possible, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted, and (iii) not count any votes for the disqualified candidate.

c. A candidate's name may not appear on the ballot for more than one City elected office in the same election.

### D. Time of Elections:



a. The three (3) at-large council seats shall be elected for four (4) year terms of office during the regular municipal election in November 2021, and each fourth year thereafter.

b. The four (4) districted council seats and the mayor shall be elected for four (4) year terms of office during the regular municipal election in November 2019, and each fourth year thereafter.

E. Council District Boundaries:

1. The boundaries of the council districts shall be adopted by resolution in a city council meeting.

2. Within six months after the Legislature completes its decennial redistricting process, or when otherwise required by Utah Code, the city recorder shall submit for city council approval council district boundaries to be realigned, if necessary.

a. The city council shall designate, by resolution, council districts that are substantially equal in population for the districted council members to be elected from.

b. The boundaries of the council districts shall not be changed frivolously or arbitrarily, but only for the purpose of assuring that the council districts are contiguous, compact, and substantially equal in population.

F. Term of Office: The mayor and members of the city council, unless otherwise set forth by law, shall begin their terms of office at 12 noon on the first Monday in January following their election.

G. Primary Election: If the number of candidates for a specific elected office exceeds twice the number of individuals needed to fill the office, the city will hold a Primary Election in accordance with Utah Code Ann. 20A-9-404 to reduce the candidate field for the General Election to two times the number of individuals needed to fill the elected office. The candidates with the highest vote totals shall move forward to the General Election. If there are fewer than two times the number of candidates for a specific elected office, a Primary Election shall not be held for that elected office. (Ord. 20-44, 12-2-2020; amd. Ord. 21-44, 11-16-2021)

#### 1-15-4: DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES:

A. Disclosure Duty: Each candidate for elected municipal office shall report financial contributions and expenditures in full compliance with this code, Utah Code Ann. section 10-3-208, and Title 20A, Chapter 11, or its successor provisions. If the city adopts stricter disclosure requirements than Utah Code the disclosure requirements of this Chapter shall apply.

B. Report Filing: The filings required by this section shall be made with the city recorder. The statements so filed shall be public records.

#### C. Campaign Finance Reports:

1. Campaign finance reports shall detail accurately and completely the information required concerning contributions and expenditures.

2. Campaign finance reports shall identify the amount of each contribution, regardless of amount, and the name of the contributor, if known. The monetary value of in-kind contributions should be estimated.

3. Campaign finance reports shall identify each expenditure, regardless of amount, and the name of the recipient of the expenditure.

4. Campaign finance reports shall identify any anonymous donations. Campaign finance reports must include a statement of the date of transfer to state, county, city, or a non-profit 501(c)(3) organization and identify the organization funds were transferred to on any anonymous contributions greater than \$50.00 as an Expenditure.

D. Current Elected Officials: Current elected officials must submit an updated campaign finance report no later than April 1<sup>st</sup> each year in office to disclose campaign contributions and expenditures made or received since the immediately prior Reporting Period.

E. Campaign finance reports shall include a statement certifying that all contributions and expenditures not previously reported have been reported.

#### F. City Recorder Notifications:

1. The city recorder shall notify each candidate for municipal office upon declaration of candidacy and again 14 days before each municipal election, of the provisions of this ordinance and Utah law that govern disclosure of contributions, expenditures, and the penalties for failing to file a campaign finance report, including the statutory provisions that require the removal of the candidate's name from the ballot for failure to file required campaign finance reports.

2. The city recorder shall notify all elected officials of their obligation to file an annual updated campaign finance report by April 1<sup>st</sup> as required by this section and the penalties for failing to do so at least 14 days but no more than 21 days before such campaign finance report is due. (Ord. 20-44, 12-2-2020)

1-15-5: OATH OF OFFICE:

- A. The oath of office ceremony shall be budgeted for by the city recorder for the mayor and city council members.
- B. The oath of office ceremony shall be prepared jointly by the council office director and city recorder:
  - 1. The Oath of Office ceremony is a special council meeting conducted by the presiding council member (council chair, council vice-chair, etc.).
- C. Oath Required: Prior to assuming their official duties the mayor and each council member shall take and subscribe the oath of office designated in subsection D of this section.

D. Oath Provisions: The oath of office shall be:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States and the constitution of the state of Utah and the laws and ordinances of the City of West Jordan, and that I will discharge the duties of my office with fidelity.

E. Filing: The subscribed oath of all officers shall be filed with the city recorder.

F. No official act of any municipal officer shall be invalid for failure to take the oath of office. (Ord. 20-44, 12-2-2020)











# Ordinance No. 23-13 Amending City Code Title 1, Chapter 3, 4, 6, 13, and 15

Final Audit Report

2023-03-14


Created:	2023-03-13
By:	Cindy Quick (Cindy.quick@westjordan.utah.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGEG3jtNJP-PAfLNKuuuwdkOoi2QPy4eC


## "Ordinance No. 23-13 Amending City Code Title 1, Chapter 3, 4, 6, 13, and 15" History


-  Document created by Cindy Quick (Cindy.quick@westjordan.utah.gov)  
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