

RESOLUTION NO. 2017-11

**A RESOLUTION OF SUMMIT COUNTY SERVICE AREA NO. 3
TO ADOPT A POLICY AUTHORIZING AND GOVERNING ELECTRONIC BOARD
MEETINGS**

PREAMBLE

WHEREAS, Section 52-4-207 of the Utah Code authorizes the Board of Trustees of Summit County Service Area #3 (“Service Area”) to meet electronically and to allow for Board members to participate in such meetings electronically if the Service Area adopts an electronic meetings policy; and

WHEREAS, the Service Area desires to adopt an electronic meeting policy to ensure compliance with State law and to facilitate Board member participation in meetings that they may not be able to attend physically; and

WHEREAS, the Service Area has prepared the following policy, which the Service Area’s legal counsel has reviewed; and

WHEREAS, the Board has reviewed the attached policy and believes that adopting the policy will be in the best interests of the Service Area and is necessary for the efficient conduct of Board meetings.

NOW, THEREFORE, be it **RESOLVED** by the Board of Trustees of the Summit County Service Area #3 hereby adopts and approves the attached electronic meeting policy, which will repeal and replace any previously approved electronic meeting policy.

ADOPTED AND PASSED this 21 day of Dec, 2017.

BOARD OF TRUSTEES OF SUMMIT COUNTY SERVICE AREA NO. 3

By: 

Title: Chairperson

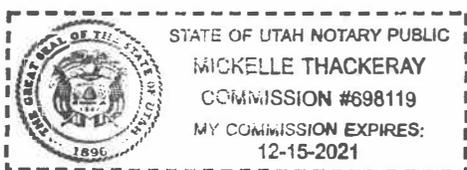
VINCENT PAO-BORJIGIN

STATE OF UTAH)

:SS

COUNTY OF SUMMIT)

On this 21 day of December in the year 2017, Vincent Pao-Borjigin appeared before me and proved on the basis of satisfactory name of document signer evidence to be the person whose name is subscribed to this instrument, and acknowledged that he executed the same.




NOTARY PUBLIC

**SUMMIT COUNTY SERVICE AREA #3
ELECTRONIC MEETING POLICY**

Section 1 – Purpose

The purpose of this policy is to authorize and govern the use of electronic meetings by the Board of Trustees (“**Board**”) of Summit County Service Area #3 in accordance with Section 52-4-207 of the Utah Code. Unless stated otherwise, all other policies, regulations, and laws governing Board meetings pertaining to notice, meetings being open to the public, and other matters will apply to Board meetings held through electronic means and the participation of Board members in non-electronic Board meetings through electronic means.

Section 2 – Definitions

The following terms are defined as follows:

A. Anchor Location: The physical location from which the electronic meeting originates or from which the participants are connected.

B. Meeting Administrator: The Chair of the Board and another member of the Board of the SCSA#3 specifically assigned and designated to operate the electronic conference equipment at the anchor location to assure that all members of the Board are continuously able to participate in the electronic meeting and to advise the party conducting the meeting of the initiation, recess, if appropriate, or adjournment of the meeting.

C. Electronic Meeting: A public meeting of the Board or public hearing convened and conducted by means of a telephonic conference device or other electronic means, allowing each member of the Board to call to the anchor location and participate concurrently with all other members of the Board in the conduct of the meeting.

Section 3 – Member Requests for an Electronic Meeting

A. Calling an Electronic Meeting: Board members may request that a meeting be held electronically. Such request must be made to the Board at least three days prior to the time that the Board meeting is scheduled, so that the necessary arrangements can be made for the electronic meeting. A majority of the Board must agree to hold the meeting electronically.

B. Electronic Member Participation: Board members may elect, in their discretion, to participate electronically in any electronic meeting, provided that they give reasonable notice to the Chair of their intent to participate electronically and the necessarily arrangements needed to facilitate their electronic participation are reasonably available in the opinion of the Chair.

Section 4 – Notice of Electronic Meeting

The Board will call an electronic meeting by giving notice of the meeting, including notice of the agenda, date, time and anchor location of the electronic meeting, at least 24 hours before the meeting, by:

A. Posting written notice of the electronic meeting at the anchor location in conformance with all applicable public notice requirements for public meetings;

B. Providing written or electronic notice of the electronic meeting via email or fax to at least one newspaper of general circulation in the Service Area and to a local media correspondent;

C. Providing notice of the electronic meeting to the each Board Member at least 24 hours before the meeting so that each Board member may participate in and be counted as present for all purposes, including the determination that a quorum is present; and

D. Providing to each Board Member a description of how they will be connected to the electronic meeting, including the telephone number required for participation and any access codes necessary to make an electronic meeting conference available to members of the Board.

Section 5 – Quorum Verification

Before an electronic meeting may be called to order, all members of the Board must be given an opportunity to participate in the meeting and no electronic meeting will be convened unless a quorum of the Board is able to participate either in person or electronically in the meeting.

Section 6 – Public Attendance

Each electronic meeting shall be convened by the meeting administrator by announcing the parties present at the meeting and by making available to members of the public at the Anchor Location an amplified speaker enabling members of the public to hear the comments of Board members and the conduct of the meeting.

Section 7 – Conduct of the Meeting

Upon determining that a sufficient number of the Board are present for the electronic meeting to be convened and members of the public can adequately hear the comments of all members of the Board, the Chair or other Board member conducting the meeting must formally convene the meeting and take a roll call of those participating. The Chair or other Board member conducting the meeting must provide opportunity for each matter on the agenda to be presented and must, in an order determined by the Chair, request comments one at a time from those members of the Board participating by name to enable each Board member an opportunity to comment, question, or otherwise, participate in the meeting. Individual Board members may request permission to be recognized for further comments, questions, or statements as the meeting progresses.

Section 8 – Compliance with Law

In all other respects, electronic or telephonic meetings must be conducted, recorded, and minutes must be kept as required by law for all other open and public meetings, or for all other record keeping purposes of the SCSA#3.