

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**ELECTRONIC MEETINGS**

**Purpose –**

The purpose of this policy is to establish the means and procedures by which the County Council may conduct electronic meetings in accordance with the provisions of the Public Meetings Act (hereinafter "the Act"), and particularly § 52-4-7.8 (UCA, 1997).

1.0 Application of the Act – definitions.

1.1 The County Council hereby adopts those definitions of specific terms which appear in the Act at § 52-4-7.8(1) for application in this policy.

2.0 Electronic Meetings

2.1 The County Council hereby determines that it may, from time to time as needed, convene and conduct Council meetings in which one or more Council members attend and participate in the meeting through electronic means.

2.2 Council electronic meetings may include meetings conducted by means of telephone, telecommunications, electronic mail, or by other computerized, electronic, or teleconferencing means and media.

3.0 Notice

3.1 Prior to conducting an electronic meeting, the Council shall, through its staff, provide advance written and electronic notice of the meeting, including agenda items, 24 hours in advance.

3.2 Notice shall be provided to all Council members, as well as to members of the public and the news media in accordance with the provisions of the Act.

3.3 Each notice shall describe the means of communication and the procedures by which members of the public will be able to monitor and, when appropriate, participate in the electronic meetings.

3.4 The notice shall designate which anchor location will be available for public monitoring and participation.

3.4.1.1. County Council electronic meeting anchor locations may include the following: the Salt Lake County Council Conference room, N2003, the Salt Lake County Budget Hearing room, N2007/N2015; or the Salt Lake County Council Chambers, N1100. all anchor locations are located at the Salt Lake County Government Center, 2001 South State Street, Salt Lake City, Utah.

3.4.1.2 The Council may establish other anchor locations for electronic meetings by majority vote.

4.0 Public Attendance

4.1 Council staff shall provide sufficient and necessary space, equipment and other means as required by the Act, to allow members of the public and the news media to attend, monitor and, where appropriate, participate in the public portion of any electronic meeting conducted by the County Council.

APPROVED and PASSED this 10 day of July, 2001.

SALT LAKE COUNTY COUNCIL

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Marvin L. Hendrickson, Chair

ATTEST:

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Sherrie Swensen, Salt Lake County Clerk

APPROVED AS TO FORM:

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District Attorney's Office      Date