

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.
- 2.3 Other Salt Lake County boards, committees or other entities may convene electronic meetings consistent with OPMA and in accordance with this policy or the entity's own procedures or statutory authority.

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 County Council Conference room, [N2003] N2-800; the Salt Lake County [~~Budget Hearing room, N2007/N2015~~] Council office suite, N2-200; or the Salt Lake County Council Chambers, N1-100. all anchor locations are located at the Salt Lake County Government Center, 2001 South State Street, Salt Lake City, Utah. In the event of an emergency that makes the Salt Lake County Government Center inaccessible, the County Council may also designate an electronic meeting anchor location elsewhere in the County consistent with the Act and County Ordinance, including at the County's Emergency Operations Center.


3.4.2 The Council may establish other anchor locations for electronic meetings by majority vote. The Council may convene and conduct an electronic meeting without an anchor location if the council chair acts in accordance with the provisions of the Act, at Section 52-4-207(4), and determines that conducting the meeting with an anchor location would present a substantial risk to the health and safety of those who might attend.

#### 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 4 day of August, 2020.

SALT LAKE COUNTY COUNCIL

  
Max Burdick, Chair

ATTEST:

Lannie K. Chapman  
Sherrie Swensen, Salt Lake County Clerk

APPROVED AS TO FORM:

Yvonne Anderson 29 July 2020  
District Attorney's Office Date