

BYLAWS OF THE
SANDY HILLS COMMUNITY COUNCIL (SHCC)

ARTICLE I. Name

The name of this organization shall be the Sandy Hills Community Council (SHCC), hereafter referred to as the SHCC.

ARTICLE II. Purpose

SHCC is a private non-profit 501c-4 organization organized to serve its local residents for effective and efficient services, while making recommendations for planning and policies for local governmental entities including, but not limited to local Districts, Special Service Districts, Police, Fire, Municipalities, Salt Lake County, the State of Utah; et al. SHCC receives recognition pursuant to authorization of the Salt Lake County Ordinance Chapter 2.56 on behalf of the citizens of the unincorporated areas known as the Sandy Hills, located in the southeast portion of Salt Lake County (see attached maps). Sandy Hills and its surrounding unincorporated community areas in Salt Lake County receive the bulk of its services from Salt Lake County government and the Greater Salt Lake Municipal Services District. Therefore, be it resolved, the residents of the Sandy Hills Community Council area have established a community council to represent the service interests of the community to the providers of such services; while allowing these areas the rights to self-determination, improve the area's image, and assist the community residents in Salt Lake County and is organized to:

- Section 1. Provide a forum for citizens and their representative leaders of unincorporated and incorporated areas of Salt Lake County to discuss and study problems of mutual concern and interest.
- Section 2. Promote cooperation between citizens and representative leaders in solving problems in unincorporated and incorporated Salt Lake County.
- Section 3. Assist and educate citizens and representative leaders in fulfilling their respective purposes.
- Section 4. Attain greater influence and recognition from County government, the Greater Salt Lake Municipal Service District (GSLMSD), Fire, Police, Waste, Water, Sewer, and Public Works, Operations, Engineering, Planning, Parks, and et al; than citizens could achieve individually, while still retaining independence.
- Section 5. Exercise, promote and protect the privileges and interests of the residents of SLCo, the GSLMSD, Fire, Police, Waste, Water, Sewer, and Public Works, Operations, Engineering, Planning, Parks, and et al.
- Section 6. Promote development of comprehensive plans for proper growth of the SHCC areas, including but not limited to, zoning, administration, coordination and operation of services within the areas.
- Section 7. Foster through education, a healthy interest in civic affairs in our community, to develop good citizenship and to provide forums for inquiry.
- Section 8. Assist in the development and implementation of mutually desirable policies and procedures in County government, the GSLMSD, Fire, Police, Waste, Water, Sewer, and Public Works, Operations, Engineering, Planning, Parks, and et al for the implementation of public services.

- Section 9. Provide citizens input to County government, the GSLMSD, Fire, Police, Waste, Water, Sewer, and Public Works, Operations, Engineering, Planning, Parks, and et al; and to disseminate information from County government, the GSLMSD, Fire, Police, Waste, Water, Sewer, and Public Works, Operations, Engineering, Planning, Parks, and et al; to citizens.
- Section 10. Perform other functions which members may deem appropriate.

ARTICLE III. Members

- Section 1. Any resident living in the SHCC area shall be eligible for membership with the Sandy Hills Community Council, its committees, and its subsidiaries. Any resident living in the unincorporated area of SHCC, who is registered to Vote may hold a seat on the SHCC board and represent their neighbors and/or residents of the unincorporated areas of SHCC, upon approval of the SHCC Board. All SHCC Meetings and Elections shall be held regularly in a public place and with adequate notice and recorded and/or written minutes of the meetings shall be maintained.

The unincorporated area of Sandy Hills is bounded by pockets of unincorporated areas designated by Districts 1, 2, 3, 4, and 5.

District 1 (boundary encompassing); From: 1300 East on the West, 8125 South on the North including houses on either sides of this street, 1475 East on the East including houses on either sides of this street, and 8175 South on the South including houses on either sides of this street or generally known as Sherwood Park subdivision.

District 2 (boundary encompassing); From 1300 East on the East including houses on either sides of this street, 8600 South on the South including houses on the North side of 8600 South, Fayeway Dr. on the West including houses on either side of this street, Wayside Dr. including houses on either sides of this street, and including Colene Dr. Northern boundary more specifically shown on attached maps.

District 3 (boundary encompassing); From 1300 East on the East, 8725 South on the North including houses on either sides of this street, 1185 East merging into 1205 East on the West including houses on either sides of this street, 1240 East on the West including houses on either sides of this street merging into 8885 South on the South including houses on either sides of this street.

District 4 (boundary encompassing); From 1300 East on the West, 8730 South on the North including houses on either sides of this street (note: includes some houses North of 8730 South), 1700 East on the East, 8850 South on the South including houses on either sides of this street.

District 5 (boundary encompassing); From 1300 East on the West, 8600 South on the South includes houses on North side of 8600 South (note: includes some houses on South side of 8600 South), Mesa Dr. and Strato Dr. to the East including houses on either sides of street, 8425 South merging into 8420 South to the North including houses on either sides of this street.

The unincorporated area of Sandy Hills bounded by pockets of unincorporated areas designated by Districts 6, 7, and 8.

District 6 (boundary encompassing); From Houses; 8600 South on the South, 8514 South on the North all on the West side of 1000 East including 8525 to 8539 South on East side of 1000 East, encompassing 20 households. Generally this area is known as South Union. Boundary more specifically shown on attached maps.

District 7 (boundary encompassing); From Houses; 8325 South to 8349 South on 1000 East on the East side of the road, encompassing 6 households. From Houses; 7858 South to 7940 South on 1000 East on the West side of the street, encompassing 6 households. From Houses; 920 East to 844 East, on 7800 South, encompassing 11 households. From Houses; 734 East to 760 East on 7800 South, encompassing 4 households. Boundary more specifically shown on attached maps. Generally this area is known as South Union.

District 8 (boundary encompassing); From Houses; 8489 South 700 East, Corner to 870 East Vics Road, both sides of the street, encompassing 34 households. From Houses; 730 East 8425 South to 8405 South 830 East, on both sides of the street, encompassing 34 households. Boundary more specifically shown on attached maps. Generally this area is known as South Union.

Districts are more specifically shown on the map attached herein. Other unincorporated areas surrounding SHCC that are not served by a community council may request inclusion in accordance with Salt Lake County ordinances and, upon SHCC approval, shall be included within SHCC.

- Section 2. Each member has an independent voice, but only SHCC Board members have a Vote.
- a.) SHCC may consist of 12 members: Preferably 1 member from each of the 8 geographical (District) areas of SHCC and 4 members-at-large which shall be designated A, B, C, and D at large seats. All SHCC members shall have equal voting privileges in all SHCC matters.
 - b.) The boundaries of the 8 geographical (District) areas, hereinafter called Districts, may be changed from time to time by, a two-thirds (2/3) vote of the SHCC, but shall for the present be as per the attached map.
- Section 3. SHCC Board Member(s) elections are held annually in January, but Vacancies may be filled as needed by the board.
- Section 4. Membership in SHCC is voluntary on the part of each individual.
- Section 5. Each member should use their own resources and efforts to the maximum extent possible to serve the residents of the community and will seek the assistance of SHCC in accomplishing those objectives which cannot be accomplished as efficiently or effectively by one person acting alone.
- Section 6. Each SHCC Board member shall be entitled to have a vote represented at all general meetings.
- Section 7. All proposed SHCC areas (see map) of unincorporated Salt Lake County, shall be represented by SHCC unless an area's residents has voluntarily withdrawn, in writing from SHCC.
- Section 8. Each member shall submit their name and contact information to the SHCC Board Chair.
- Section 9. No proxy voting shall be permitted. Each representative present at a meeting may cast only one vote.
- Section 10. Each SHCC Board representative must not hold a Current Elected Position of any Governmental Agency, and must agree to sign a disclosure and conflict of interest form.
- Section 11. Any SHCC Board representative may withdraw from SHCC upon submission of a written letter to the SHCC Board.

ARTICLE IV. Officers

- Section 1. The Officers of SHCC shall consist of a Chair, Vice Chair, Treasurer, Secretary, and the immediate past Chair or, in the event the immediate past Chair resigns or moves, a past Chair, immediate past officer, past officer, or member-at-large of SHCC in that order may serve. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by SHCC.
- A. Time of Elections. The offices of Chair, Vice Chair, Treasurer and Secretary shall be elected at the first general meeting of each year.
 - B. Eligibility. All SHCC voting members and elected officers or leaders reside within the approved geographical area of the community council and officer's, may be selected from among the duly designated community council board of SHCC.
 - C. Vacancies. Vacancies occurring among the SHCC officers shall be filled by special election held at the next general meeting of SHCC following the vacancy.

Election Officer

- Section 2. At least sixty (60) days prior to an election, the community council chair shall appoint one community council member or designee, who is not standing for re-election, to serve as an election officer, for the year in which a community council election is conducted.

At the regular monthly meeting in the month before the election, the election officer shall report on the nominations received.

After the election in January of the New Year a declaration of election results will be posted.

Notices and/or flyers shall be prepared, posted and published sufficiently in advance of any community council election to adequately inform the registered voters of nomination procedures on becoming prospective council candidates. At least thirty (30) days prior to an election, the community council shall provide notice of the election. Notices shall include the date, time and location for the community council election.

SHCC shall prepare paper ballots or electronic listings of candidates for SHCC offices. Candidates whose nominations were received and verified by the election officer as per the deadlines established.

SHCC shall put in place and enforce appropriated regulations to ensure the secrecy and security of the voting process.

The term of office of the SHCC members shall be four (4) years commencing with the 2022 election year to cause future elections to occur every even numbered year to come into compliance with the Salt Lake County Community Council ordinance.

SHCC Officers or Leaders are selected for fixed terms of service through open and transparent elections that are held at least every four years and shall consist of the chair, vice chair, secretary and treasurer. The officers shall constitute an executive committee and have the power to act in emergencies between meetings if SHCC is not able to have an emergency meeting with a quorum present.

Officers shall be elected by their fellow members at the annual meeting. The annual meeting is the regular meeting held in January of each year and shall be preceded by the election of SHCC members.

Any duly elected or appointed member of the SHCC may nominate himself or herself or another member, for any executive office. The nominee receiving the greatest number of votes for each office shall be installed, unless he or she with-draws prior to installation. Those placed in nomination must be in attendance. There must be a quorum present to conduct this election. It is desirable that any member being nominated to hold an executive office position have a desire to hold that office and be able to devote the necessary time to its proper execution.

The outgoing executive officers shall be in charge of the annual meeting. The chair shall present the annual report, and announce the results of the January elections for SHCC membership. They shall conduct the elections of the executive officers for the newly elected and continuing Sandy Hills Community Council board members and provide a list of all SHCC members holding office.

The chair of the outgoing executive committee (after the new officers are elected), shall direct: the outgoing treasurer to turn over the SHCC books and the treasury to the new treasurer once the annual audit of the books has been completed. The outgoing secretary to turn over SHCC records and documents to the new secretary, the outgoing vice chair to turn over the SHCC bylaws, the SHCC copy of Robert's Rules of Order Newly Revised and other documents/papers pertaining to the office, to the new vice chair. The chair shall officially call for adjournment of the SHCC for that fiscal year. Upon adjournment, the gavel shall be handed to the new chair and the new chair shall call the first meeting of the new fiscal year to order.

Elections for SHCC members shall be in accordance with the following sub-paragraphs:

- a. SHCC members for districts 1, 3, 5, 7, and two (2) of the at-large council member seats A and C shall be elected beginning in 2022.
- b. SHCC members for districts 2, 4, 6, 8, and two (2) of the at-large council member seats B and D, shall be elected beginning in 2024.

Any member of the SHCC may resign from membership by submitting a letter of resignation to the secretary.

Any vacancy in the executive offices shall be filled as provided in Section 3 of this article. The authority and records of the office shall be passed on by the highest ranking executive officer remaining.

Resignation / Removal

Section 3. When a SHCC member resigns or is removed from the council, the SHCC may replace the member by appointment. The vacancy shall be filled by a majority vote at the next regular scheduled meeting of the SHCC. The replacement shall be a registered voter of the SHCC area for the seat vacated and shall serve for the remainder of the unexpired term.

Removal of a SHCC member shall be for cause as follows: The SHCC removes one of its members, upon a, three-fourths vote.

- a. When a member of the SHCC is: guilty of malfeasance in office, convicted of a felony or convicted of a misdemeanor of moral turpitude. The member shall be removed by the SHCC Board.
- b. When a member has been absent from three (3) consecutive regular meetings without excuse, the member's resignation may be requested. A member whose resignation is requested has 2 weeks to resign and/or respond in writing as to why he/she should remain on the SHCC. Upon receipt of such a letter, the SHCC shall vote whether to remove the member.

Any member missing one-half (1/2) of the regular meetings; of the SHCC in any one (1) year unless on official SHCC business shall be treated as having been requested to submit his/her resignation from the SHCC Board.

Duties

Section 4.

- A. The Chair shall preside at all meetings. The Chair shall carry out decisions and recommendations made at general meeting and shall administer the affairs of SHCC. The Chair shall be responsible for the preparation of meeting agendas and for the general conduct of the affairs of SHCC. The Chair shall be an ex-officio member of all committees. The Chair shall have all duties as are usually imposed upon this office and as required by the bylaws, adopted by the SHCC, and the adopted parliamentary authority. The chair shall call for a report from each SHCC member at each meeting and shall present the SHCC 's annual report at the final meeting of the SHCC 's fiscal year.
- B. The Vice Chair shall assist the Chair as they may request and shall function in place of the Chair in the event of the Chair's absence or incapacity. The Vice Chair shall perform duties usually imposed upon this office and duties as required by the bylaws, adopted by the SHCC, and the adopted parliamentary authority. The vice chair may be the SHCC's parliamentarian, interpreting the bylaws and applying the rules of procedure and the parliamentary authority.
- C. The Secretary shall also assist the Chair as they shall direct and shall be responsible for keeping minutes and records of SHCC. The Secretary shall perform duties usually imposed upon this office and duties as required by the bylaws, adopted by the SHCC, and the adopted parliamentary authority. The Secretary shall convene all meetings in the absence of the chair and vice chair and conduct an election of a chair pro tem. The actual recording or preparation of the minutes or documents may be under the secretary's supervision; the secretary remains responsible for the correctness of all minutes and documentation. The secretary shall have charge of the records, reports, and archives of the SHCC. The secretary's duties may include: conduct the official correspondence; attest documents; notify the members of all regular and special meetings; and, perform all other duties that are usual to the office and/or as may be required by the chair or the parliamentary authority. The secretary under the direction of the chair shall prepare the annual report for presentation.
- D. The Treasurer shall keep financial records of SHCC and shall submit a monthly report and an annual report to the representatives. The Treasurer shall perform duties usually imposed upon this office and duties as required by the bylaws, adopted by the SHCC, and the adopted parliamentary authority. The treasurer shall collect all monies due the SHCC and shall disburse money only upon the direction of the chair after approval by the

SHCC. All checks shall be signed by any two executive officers or other Board Member as designated by the SHCC Council. Monthly, the treasurer shall submit a report of all transactions and activities for the preceding month to the SHCC only to be waived by motion and vote of the council. At the end of each fiscal year, the treasurer shall furnish a written report to the chair, giving a complete accounting of the office for the year. This report shall become part of the chair's annual report to the SHCC.

ARTICLE V. Meetings

- Section 1. Each meeting of the SHCC may be opened with a prayer and/or Pledge of Allegiance to the Flag of the United States of America and/or any other activity the SHCC determines appropriate.
- Section 2. General Meetings: A general meeting of all SHCC Board representatives to SHCC shall be held at least once every two months on a regular date and time and at a regular place which SHCC shall determine.
- Section 3. Special Meetings: Special meetings may be called by the SHCC Chair and/or upon written request to the SHCC Chair by a member community council at least (3) days in advance.
- Section 4. Quorum: Attendance by a majority of member community councils shall constitute a quorum.
- Section 5. Any person wishing to be heard from the floor will be recognized by the chair and given ample time to express his or her views, provided he or she has requested recognition from the chair. If time is available, anyone can be recognized from the floor without prior request. Any group requesting time shall be represented by an appointed spokesperson. In all cases the subjects discussed must concern community and SHCC business. The chair shall have wide latitude in these discussions but not allow individuals or groups to engage in personal arguments or intra-organizational arguments. If this should occur, the person or persons shall be declared out of order and the floor cleared. The chair shall conduct the meetings in accordance with the parliamentary authority.
- Section 6: Confidential or private information may be reported to the SHCC, however, such information may not become matters of public record or public knowledge. The chair shall determine how confidential or private information is to be reported to the SHCC and if a record shall be kept of such information. The secretary shall maintain confidential records of the SHCC in accordance with governing statutes, i.e. Privacy of Information Act. Applicable state and federal regulations shall govern the interpretation of the terms confidential and private. All officers, SHCC members and committee chairs shall comply with the intent of statutes and regulations regarding the privacy of information.

ARTICLE VI. Finances

- Section 1. Financing of the SHCC will be from voluntary donations and fund-raising activities appropriate to the nature and purposes of the SHCC.
- Section 2. The fiscal year of the SHCC shall be January 1 through December 31. The financial records of the SHCC shall be reviewed annually by the Treasurer of the SHCC. Such annual review shall determine that all disbursements were made in accordance with the bylaws of the SHCC.

- Section 3. Within ninety (90) days following the close of SHCC's fiscal year (December 31), a detailed financial Report outlining all revenues and expenditures, both of the funds received from Salt Lake County and those obtained from other sources.
- Section 4. Treasurer and/or Finance Committee shall keep the financial records of fund-raising activities and report to the SHCC at the close of the fiscal year.
- Section 5. No part of the net earnings of SHCC shall insure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the SHCC shall be authorized and empowered to pay reasonable expenses made out-of-pocket for the benefit of the SHCC. The SHCC may make payments and distribution in accordance to these bylaws to promote the purposes of the SHCC. The SHCC shall engage only persons' services for compensation, who are legally engaged in a business the same as the services to be performed. The services of SHCC members or officers may not be engaged for compensation by SHCC.
- Section 6. The SHCC shall not participate financially or intervene in (including the publishing or distribution of statements) with any political campaign on behalf of any candidate for public office.
- Section 7. The SHCC will prepare and approve an annual budget, which budget includes a disbursement of funds report for any funds received from Salt Lake County.

ARTICLE VII. Committees

SHCC, at its discretion, may create or abolish its own committees and structure them according to need.

- Section 1. There may be appointed yearly two (2) representatives to the Association of Community Councils Together (ACCT) and/or the League of Unincorporated Community Councils (LUCC) who shall be required to attend all meetings and functions. Alternates may be appointed to attend the meetings and functions and vote in their absence.
- Section 2. There may be established advisory committees to assist the executive officers of the SHCC as needed. These may include, but shall not be limited to the following: (1) Planning and Zoning, (2) Schools, (3) Health and Welfare, (4) Publicity, (5) Public Safety, (6) Finance, (7) Parks & Recreation, (8) Library, and (9) Community Involvement.
- Section 3. Each committee chair may be appointed to office by the SHCC. The SHCC may take into consideration each individual's desires and abilities when making these appointments. Each committee chair may be in charge of his or her respective committee and responsible for all duties of his or her committee.
- Section 4. Each committee chair may attend state, local government, business, civic group and other organization meetings, which are part of the respective advisory committee's objectives or appoint a representative to attend. The committee chair shall report to the SHCC regarding these meetings. Each committee chair shall make every effort to coordinate the activities of his or her committee with the activities of any other group interested in promoting the objectives of common interest with his or her committee or the SHCC. Every effort will be made to avoid conflicting and/or duplicating efforts between committees or other interested groups.

- Section 5. The objectives of each advisory committee chair are as follows:
- a. The PLANNING and ZONING chair may: study and initiate methods and projects to beautify the community and its property; encourage agricultural, commercial and industrial activities consistent with the governing laws and SHCC interests; and, mediate differences between groups regarding activities. This committee chair and the SHCC chair will attend and represent the SHCC before the Salt Lake County Planning Commission.
 - b. The SCHOOLS chair shall: be a liaison between the school district and the community to facilitate keeping the community informed of developing issues of concern and the furtherance of needed programs to enhance the well being of the children, parents and educators within the SHCC area.
 - c. The HEALTH and WELFARE chair may: determine the needs of the SHCC and its residents, in relation to health, safety, welfare, sanitation and flood control whenever necessary for the well being of the community.
 - d. The PUBLIC RELATIONS chair may: publicize all activities, actions and findings of the SHCC when the chair feels it is necessary, assists other committees and members of the SHCC in their public relations work.
 - e. The PUBLIC SAFETY chair may: communicate with all public safety agencies and officials to bring their attention to the needs of the SHCC; to develop and promote projects for the betterment of the public safety in the SHCC area.
 - f. The PARKS and RECREATION chair may: coordinate all activities of SHCC area community recreation, develop and promote projects for the betterment of the SHCC. Solicit Salt Lake County Parks and Recreation's involvement to meet the needs of the SHCC. To seek funding, for recreation upgrades and capital expenditures, within and around the SHCC area.
 - g. The LIBRARY chair may: be concerned with the SHCC 's interest in and participation with library programs.
 - h. The COMMUNITY INVOLVEMENT chair may: inspire community involvement and seek volunteers to help better affect completion of projects on various committees, keep in touch with SHCC to get a calendar of events, make an outline of community needs and seek projects necessary to upgrade the quality of life within SHCC to present to SHCC for approval at a regularly scheduled meeting, and if approved, organize such projects by setting up committees to bring the projects through the completion stages.
- Section 6. Each committee chair shall submit a report of information and activities of their office affecting the community as needed and/or upon request of the chair for entry into the SHCC's meeting minutes.
- Section 7. Each committee chair shall submit a written annual report to the secretary one month in advance of the SHCC's Annual Report, so that it may be incorporated in the annual report.

Section 8. SHCC's committee chairs may be asked to perform any other duties required of them by the chair or executive officers, even though not covered by the committee's objectives and/or committee chair's duties.

Section 9. Each committee chair may recruit help from any member of the SHCC in order to better perform their duties, however, none of these committee members shall have voting rights on the SHCC. They shall function as committee members to facilitate their committee functions. These committee members can in no way obligate the committee chair, the executive officers or the SHCC.

Section 10. Other committees and their duties may be established as needed by the SHCC. Any committee may be temporarily or permanently deactivated by the SHCC.

Article VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the SHCC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order SHCC may adopt.

Article IX - Amendments

Section 1: These bylaws shall be amended by a two thirds (2/3) or more affirmative vote of the SHCC membership.

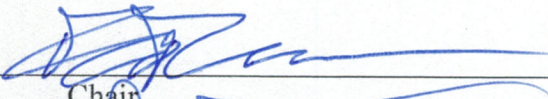
Section 2: Any SHCC member may propose amendments to these bylaws. Any proposed amendment to these bylaws shall be submitted to the secretary, who will be responsible to have a copy mailed or delivered to every SHCC member at least 30 days prior to the meeting at which it is to be considered.

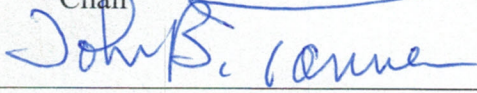
ARTICLE X - Dissolution

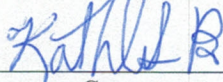
The duration of SHCC shall be perpetual unless dissolved by the vote of at least two-thirds of all the SHCC members taken at a general meeting of which all members have had thirty (30) days written notice.

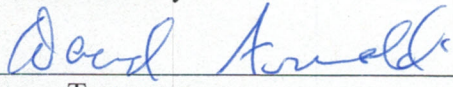
Proposed Approval (Date): _____

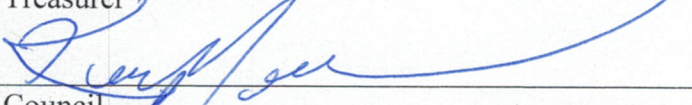
Proposed Approval (Date): 10-2-23

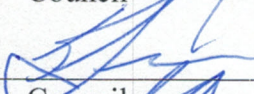
Signed: 
Chair

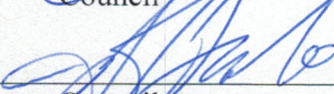
Signed: 
Vice Chair

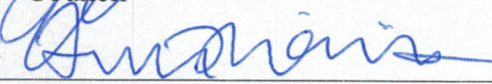
Signed: 
Secretary

Signed: 
Treasurer

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Council

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