

## Mayor's Office: Council Agenda Item Request Form

*This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.*

Date Received  
(office use)

22 Feb 2017

Date of Request	22 February 2017
Requesting Staff Member	Erin Litvack
Requested Council Date	28 February 2017
Topic/Discussion Title	Steering Committee Electronic Meetings Policy
Description	Attached is the Electronic Meetings Policy that the Steering Committee approved on February 13, 2017 for the Council's consideration.
Requested Action <sup>1</sup>	Approval
Presenter(s)	None unless requested
Time Needed <sup>2</sup>	n/a
Time Sensitive <sup>3</sup>	n/a
Specific Time(s) <sup>4</sup>	na
Contact Name & Phone	Erin Litvack x87005
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval: \_\_\_\_\_



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.

RESOLUTION NO. \_\_\_\_\_, 2017

A RESOLUTION OF THE SALT LAKE COUNTY COUNCIL APPROVING AN  
ELECTRONIC MEETINGS POLICY FOR THE SALT LAKE COUNTY  
STEERING COMMITTEE

WITNESSETH

WHEREAS, the Salt Lake County Steering Committee ("Steering") was created under Section 2.36, Salt Lake County Code of Ordinances, 2001, as an advisory body to the mayor; and

WHEREAS, on February 13, 2017, Steering voted to adopt a policy governing its use of electronic meetings under Section 52-4-207, UTAH CODE ANN. (2016); and

WHEREAS, it has been determined that the best interests of Salt Lake County and the general public will be served by the attached Electronic Meetings Policy.

RESOLUTION

NOW, THEREFORE, IT IS HEREBY RESOLVED by the County Council of Salt Lake County that the attached Electronic Meetings Policy of the Salt Lake County Steering Committee is approved.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2017.

SALT LAKE COUNTY COUNCIL:

By: \_\_\_\_\_


Steve DeBry, Chair

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Adam Miller  
Deputy District Attorney  
Date: 17 Feb 2017

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____

## **EXHIBIT 1**

# **SALT LAKE COUNTY STEERING COMMITTEE**

## **POLICY ON ELECTRONIC MEETINGS**

### **Purpose –**

The purpose of this policy is to establish the means and procedures by which the Salt Lake County Steering Committee (the “Committee”) may conduct electronic meetings in accordance with the provisions of the Public Meetings Act (the “Act”) and particularly Section 52-4-207, UTAH CODE ANN. (2016).

### **1.0 Application of the Act—Definitions.**

- 1.1 The Committee hereby adopts those definitions of specific terms which appear in the Act at Section 52-4-103, UTAH CODE ANN. (2016), for application in this policy.

### **2.0 Electronic Meetings.**

- 2.1 The Committee hereby determines that it may, from time to time as needed, convene and conduct Committee meetings in which one or more Committee members attend and participate in the meeting through electronic means.
- 2.2 The Committee’s electronic meetings may include meetings conducted by means of telephone, telecommunications or other computerized, electronic or teleconferencing means and media.
- 2.3 Members of the Committee who participate in a meeting through electronic means shall be counted as present for all purposes, including the determination that a quorum is present.

### **3.0 Notice.**

- 3.1 Prior to conducting an electronic meeting, the Committee 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 Committee 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 Electronic meeting anchor locations may include the following:

Room N2-800  
Salt Lake County Government Center  
2001 South State Street  
Salt Lake City, UT 84190

3.4.2 The Committee may establish other anchor locations for electronic meetings by majority vote.

4.0 Public Attendance.

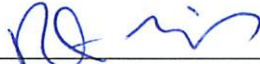
4.1 Committee staff shall provide sufficient and necessary space, equipment and other means as required by the Act, to allow members of the public and the news media to attend, monitor and, where appropriate, participate in the public portion of any electronic meeting conducted by the Committee.

APPROVED and PASSED this 13th day of February, 2017.

Salt Lake County Steering Committee

  
\_\_\_\_\_  
Erin Litvack, Chair

Approved as to form:

  
\_\_\_\_\_  
Adam Miller  
Deputy District Attorney  
Date: 14 Feb 2017