

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 Salt Lake County Council and other Salt Lake County public bodies may conduct electronic meetings in accordance with the provisions of Utah’s Open and Public Meetings Act (hereinafter “the Act”), and particularly Utah Code Ann. § 52-4-207.

1. Application of the Act – Definitions.

- 1.1 The County Council hereby adopts those definitions of specific terms which appear in the Act for application in this policy.

2. 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, video conferencing, electronic mail, or by other computerized, electronic, or teleconferencing means and media.
- 2.3 Other Salt Lake County public bodies, including boards, committees, and other similar entities that conduct public meetings may convene electronic meetings consistent with the Act and in accordance with this policy or the public body’s own procedures or statutory authority.

3. 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. These requirements may be disregarded consistent with § 52-4-202(5) of the Act and § 2.04.110 of Salt Lake County Ordinance for any emergency meetings of the Council.
- 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 electronic meeting anchor locations may include the following: the Salt Lake County Council Conference room, N2-800; the Salt Lake County Council's office suite, N2-200; the Salt Lake County Mayor's office suite, N2-100; 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 and other public bodies may establish other anchor locations for electronic meetings by majority vote. The Council and other public bodies may convene and conduct electronic meetings without a physical anchor location accessible to the public if the chair acts in accordance with the provisions of the Act, at § 52-4-207(5), 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, or determines the location where the public body would normally meet has been ordered closed to the public for health or safety reasons, and provides the public with necessary notice as required by the Act.

#### 4. 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, unless the meeting is being conducted without a physical anchor location that is accessible to the public in accordance with the provisions of the Act and section 3.4.2. of this policy. If a meeting is conducted without a physical anchor location that is accessible to the public, Council staff shall provide information on how a member of the public may attend the meeting remotely by electronic means.

APPROVED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

SALT LAKE COUNTY COUNCIL

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Steve DeBry, Chair

ATTEST:

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Sherrie Swensen  
Salt Lake County Clerk

APPROVED AS TO FORM:

*Gavin Anderson* 27 July 2021  
District Attorney's Office      Date