


Electronic Meetings Policy

	Authorized By:	Salt Lake County Library Board of Directors		
	Subject:	Electronic Meetings Policy		
	Effective Date	Version #	Revision Date	
	May 2, 2017	1		

Purpose

The purpose of this document is to establish the means and procedures by which the Salt Lake County Library Services Board of Directors (Board) may conduct electronic meetings in accordance with the provisions of the Open and Public Meetings Act (hereinafter "the Act"), and particularly U.C.A. § 52-4-207, as amended.

Policy

1.0 Application of the Act – definitions.

1.1 The Board adopts those definitions of specific terms and other provisions which appear in the Act at §§ 52-4-103 and 52-4-207 for application in this policy.

2.0 Electronic Meetings

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

2.2 Board 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 Board 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 Board 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. Board electronic meeting anchor locations may include the following:

Salt Lake County Library Administration

8030 South 1825 West

West Jordan, Utah

3.4.2. The Board may establish other anchor locations for electronic meetings by majority vote or by providing the location in its notice of meeting.

4.0 Public Attendance

4.1 Board 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 Board.

Authorized by:

Approved by the Salt Lake County Library Board of Directors, May 2, 2017.

Reviewed by Policy & Procedure Committee, July 21, 2022.

Date to be reviewed: 2027