

RESOLUTION NO. 2876

A RESOLUTION APPROVING BYLAWS FOR THE GRAND COUNTY HISTORICAL PRESERVATION COMMISSION

WHEREAS, the Grand County Council adopted Ordinance No. 466 establishing the Grand County Historical Preservation Commission;

WHEREAS, the Grand County Historical Preservation Commission has drafted the proposed bylaws for review and approval by the Grand County Council;

WHEREAS, the Grand County Council adopted Ordinance No. 472 establishing a process for the adoption of bylaws for Grand County Boards and Commissions;

NOW THEREFORE, the Grand County Council hereby resolves to approve the Grand County Historical Preservation Commission's Bylaws attached as Exhibit A.

PASSED, ADOPTED, AND APPROVED by the Grand County Council in open session on this 20th day of January, 2009 by the following vote:

Ayes: Greenberg, Graham, Ballantyne, Conrad, Baird, Ciarus, Holyoak

Nays: _____

Absent: _____

ATTEST:

Diana Carroll
Diana Carroll, Clerk/Auditor

GRAND COUNTY COUNCIL

Robert Greenberg
Robert Greenberg, Chairperson

Exhibit A

**BYLAWS OF THE GRAND COUNTY
HISTORICAL PRESERVATION COMMISSION**

**ARTICLE I
Name and Location**

Section 1. The name of the commission shall be Grand County Historical Preservation Commission, which may also be referred to as HPC (see Exhibit A, Grand County Ordinance #466, "Establishment and Purpose," March 18, 2008).

Section 2. The HPC mailing and public contact address shall be 125 East Center Street, Moab, UT 84532 (c/o County Council's Office, Grand County Courthouse).

Section 3. Other locations for conducting business or receiving mail shall be at such places as the HPC may from time to time determine.

**ARTICLE II
Commission Authority**

Section 1. The HPC shall advise the County Council on all matters contained within Utah Code Annotated Section 17-50-326 (see Exhibit B) and shall have duties and responsibilities as enumerated in Grand County Ordinance #466.

**ARTICLE III
Commission Funding and Expenditures**

Section 1. The HPC may be funded by public revenue of Grand County, Utah. Additionally, the HPC may accept contributions and gifts, and grants from the general public and other governmental, private and nonprofit entities, which shall be submitted to the County Clerk's Office for disbursement to the HPC for its use as approved by the HPC and County Council and in accordance with general procedures mandated by the County as per Grand County Ordinance #466.

**ARTICLE IV
Organization and Meetings**

Section 1. **MEMBERSHIP.** See Exhibit A, County Ordinance #466.

Section 2. **VACANCIES.** See Exhibit A, County Ordinance #466.

Section 3. PROFESSIONAL REQUIREMENTS. See Exhibit A, County Ordinance #466.

Section 4. EX-OFFICIO AND HONORARY MEMBERSHIPS. Representation from local governments and related historical organizations or entities is encouraged and shall be actively recruited by the HPC to participate in preservation efforts. Charter members of the HPC (as originally established by Grand County Commission Resolution #2602, on the 21st day of April 1986), and other former members who have retired or resigned from the HPC in good standing, shall also be invited to continue to participate at HPC meetings and remain involved in HPC Committee activities, to ensure a strong communications network, sustain ongoing programs, and offer leadership and experience in local historical preservation efforts and the above-mentioned (County Ordinance #466) fields of expertise. Ex-officio and honorary members shall not have voting power on the HPC, but shall be encouraged to participate in discussions.

Section 5. MEETING SCHEDULES. The HPC shall meet quarterly, or a minimum of four times per year (see County Ordinance #466); but more often as dictated by the needs of the HPC, which has determined the need for and shall publish annually a schedule and location of quarterly meetings, beginning in the month of January. Meetings generally shall take place on the second Wednesday of the month. Special meetings or meetings of an emergency nature shall be called as needed. Meetings shall be posted for notice to the public in accordance with the Open and Public Meetings Act (Exhibit C). The HPC shall make every effort to schedule special meetings for the second Wednesday of each month, at the same location as quarterly meetings (for this purpose, at the Grand Center, 182 North 500 West, Moab, Utah).

Section 6. AGENDAS. The standard procedure and outline for preparing agendas for meetings shall be established in accordance with Robert's Rules of Order, adopted by the HPC in July 2008 as its manual for parliamentary procedure (see Parliamentary Procedures at a Glance, attached as Exhibit D); but quarterly meeting agendas shall contain at the minimum the following: 1) Chairman's Welcome & Statement of Purpose of the Meeting, 2) Approval of Minutes of the Previous Meeting, 3) Chairman's Report 4) Financial Reports (including petty cash, contributions/revenues and active grants, and expenditures), 5) Old Business, 6) Status of Special Projects and Standing Committee Activities, 7) Special Project Reports, 8) New Business, and 9) Adjournment.

Section 7. SETTING AGENDAS. The chairman must be notified of any items to be considered for discussion or action at any meeting of the HPC, generally a minimum of seven (7) days in advance of the meeting. The chairman shall notify the secretary of the HPC of items to be discussed and the order of discussion, generally within no less than five (5) days in advance of the meeting; and shall provide information or cause to be provided any information for consideration of members or for board action, as a packet that shall be prepared and made available for members to pick up at the County Council Office, typically at least three (3) days in advance of any meeting for which a quorum has been called.

Section 8. QUORUM. As per County Ordinance #466 (see Exhibit A), four (4) commissioners shall constitute a quorum authorized to conduct business. Less than a quorum gathered for a properly noticed meeting may adjourn the meeting to a future date.

Section 9. MINUTES. A written record of any meeting called by the HPC to conduct business shall be prepared by the secretary of the HPC within a reasonable period of time after the meeting (generally two weeks), and shall be made available at the County Council's Office for public inspection in draft form, subject to final approval of the minutes at a subsequent meeting of the HPC. The approved copy of the minutes shall be retained at the County Council's Office.

Section 10. COMMITTEES. There shall be "standing committees" and ad hoc committees formed to address HPC long-range plans, tasks, and projects and administrative needs, as well as special projects that require immediate or urgent attention, to fulfill mandates of the HPC Annual Plan or Utah Certified Local Government compliance requirements (see Utah Certified Local Government Program, Exhibit E), and in accordance with deadlines established by the HPC. Each committee shall be chaired by a commissioner, and no more than three (3) commissioners may serve on or meet to provide service on a project or program identified by the HPC. Committee chairpersons are responsible to recruit volunteers to their respective committees, and to report on activities, accomplishments or progress of their respective committees at the quarterly meetings of the HPC, or as requested at special meetings of the HPC. Committee volunteers have no voting power at HPC meetings but shall be encouraged to participate in discussions at HPC meetings.

Section 11. LONG-TERM (MASTER) PLAN. Priority programs or projects shall be established by the HPC to meet requirements and mandates of the Utah Division of History and CLG Program, and the Utah State Department of Community and Culture, with assistance from the volunteers on seven (7) standing committees of the HPC, as follows: 1) Sites and Places; 2) Buildings and Structures; 3) Human Histories (including oral histories, photographs and other visual materials); 4) Memorabilia and Artifacts; 5) Public Awareness and Education; 6) Grand County and Governmental Archives; and 7) Administration. Each standing committee may assign volunteers or establish ad hoc committees for special tasks that may be identified outside of the annual priority project list of the HPC.

ARTICLE V Officers

Section 1. TITLES OF OFFICERS. Consistent with County Ordinance #466, the HPC shall elect officers from its seven-member body as follows: Chairman/President (generally referred to as Chairman), Vice-Chairman, Secretary, and Historian. Elections shall take place on an

annual basis, generally at the first quarterly meeting of the year, in January. Unexpired terms of officers shall be filled by special election at a time called by the presiding officer.

Section 2. PRESIDENT/CHAIRMAN. The president/chairman shall preside at all HPC meetings and conduct business in accordance with Robert's Rules of Order; maintain general supervision over all affairs of the HPC and other officers; be authorized to sign or otherwise approve HPC documents and/or correspondence requiring official representation of the HPC; and perform all other such duties as are normally incident to the office of president; but shall not sign any document that represents a financial commitment of the County, without first obtaining County Council authorization. Such documents shall be forwarded to the County Council with a recommendation from the HPC to the Council for consideration.

Section 3. VICE-PRESIDENT. The vice-president shall assume the duties of the president/chairman in his or her absence.

Section 4. SECRETARY. The secretary shall issue all public notices for HPC meetings (not including committee meetings), which process shall include submitting to the County Council's Office the annual schedule of the quarterly meetings for publication in a local newspaper of general circulation. The secretary shall post or have posted notices of HPC meeting agendas at government buildings and at the meeting site, in accordance with Utah law; and as prescribed by the HPC in order to maximize involvement of the public in historic preservation activities and projects. The secretary is to ensure that HPC members (including honorary members) receive agendas and notices, and shall make or cause to be made 24-hour notice to members of any HPC meetings in order to ensure attendance of a quorum. The secretary shall reserve meeting space for the HPC, and shall attend meetings and take minutes, providing a transcribed copy of minutes to members within a reasonable period of time. The secretary shall be custodian of the HPC minutes for commission use, and provide copies of minutes and documents/attachments approved by the HPC for public inspection at the County Council's Office. The secretary shall prepare correspondence and documents as requested or authorized by the HPC.

Section 5. HISTORIAN. The historian shall maintain an ongoing narrative and files of internal activities of the HPC, including copies of minutes and correspondence; and collections of the HPC, including books, newsletters and other materials, in order to be able to provide historical perspective on the activities of the HPC.

ARTICLE VI Amendments

Section 1. CHANGES TO BYLAWS. Consistent with County Ordinance #466 and Ordinance #472, amendments to the bylaws of the HPC may be made by a majority vote of the HPC at any

of its meetings called for that purpose, and shall adopt amendments only after presentation at a previous meeting, and with final approval of the County Council.

EXHIBITS

- A. Grand County Ordinance No. 466**
- B. Utah Code Annotated Section 17-50-326. Preservation of historical areas and sites.**
- C. Exhibit C- Excerpts From Utah Code -Title 52 -Chapter 04 -Open and Public Meetings Act**
- D. Parliamentary Procedures at a Glance**
- E. Utah Certified Local Government Program**

Exhibit A- Grand County Ordinance No. 466

ORDINANCE No. 466

**AN ORDINANCE RESTATING AND AMENDING RESOLUTION No. 2062 WHICH
CREATED THE GRAND COUNTY HISTORICAL PRESERVATION COMMISSION
AND DEFINED ITS DUTIES AND FUNCTIONS.**

FINDINGS

WHEREAS, Pursuant to Utah Code Annotated, Section 17-50-316-the Utah State Legislature enacted legislation that provides for the development of county historical and cultural resources. The County Council of Grand County, Utah has determined that substantial public interest exists within Grand County to preserve the historical records and oral histories of Grand County; and to better preserve those political and social institutions upon which the County has been established and continues to exist.

WHEREAS, The County Council of Grand County, Utah believes that the historical heritage of Grand County can best be identified, preserved and protected by the establishment of a commission subject to the jurisdiction and authority of the County Council of Grand County, Utah.

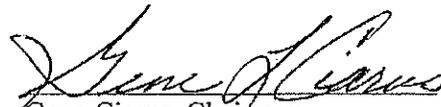
WHEREAS, The Utah State Legislature has further enacted Utah Code Annotated Section 17A-3-1303 to authorize local government to expend public funds for the purpose of identifying, preserving, protecting or enhancing historical areas and sites. The County Council of Grand County, Utah finds that the authority granted to it under Utah Code Annotated Section 17-50-316 can best be implemented through the creation of the Grand County Historical Preservation Commission.

NOW THEREFORE, pursuant to the laws of the State of Utah cited above, the County Council of Grand County ordains restating and amending the enabling language that establishes the Grand County Historical Preservation Commission as contained in Exhibit A of this ordinance.

COUNTY COUNCIL OF GRAND COUNTY, UTAH

The above Ordinance was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 18th day of March, 2008 by the following vote:

AYES: Ciarus, McNeely, Graham, Holyoak, Greenberg, Lewis, Langianese
NAYS: _____
ABSENT: _____


Gene Ciarus, Chairman

ATTEST: Diana Carroll
Diana Carroll, Clerk/Auditor

Exhibit A

Sections:

Establishment & Purpose.
Duties & Responsibilities.
Duties & Responsibilities Beyond Commissions Purview.
Organization.
Commission Members Appointment.
Vacancies.
Commission Officers
Quorum & Meetings.
Removal of Members.
Adoption of Bylaws.
Compensation & Reimbursement.
Budget.
Council Administrator or Designee.

Establishment & Purpose.

A. The Grand County Historical Preservation Commission (hereafter Commission) is hereby created and established. The Commission shall advise the County Council on the development of historical and cultural resources within the County.

Duties & Responsibilities.

The Commission shall be vested with the functions of identifying, preserving, protecting, and enhancing historic and prehistoric areas, records, information and sites within Grand County, Utah. The Commission shall advise the County Council on all matters contained within Utah Code Annotated Section 17A-3-1304 and shall:

A. **Survey and Inventory County Historic Resources.** The Commission shall conduct or cause to be conducted a survey of the historic, architectural, and archeological resources within the County. The survey shall be compatible with the Utah Inventory of Historical and Archeological Sites. The survey and inventory documents shall be maintained and be open to the public. The survey will be updated at least every ten years.

B. **Review Proposed Nominations to the National Register of Historical Places.** The Commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the County. When the Commission considers a National Register nomination which is normally evaluated by professionals in a specific discipline and that discipline is not represented on the Commission, the Commission will seek expertise in this area before submitting its comments.

C. **Provide Advice and Information.** The Commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archeological resources. The Commission shall work toward the continuing education of citizens regarding historic preservation and the County's history.

D. **Support Enforcement of State Historic Preservation.** The Commission shall support the enforcement of all state laws relating to historic preservation. These include, but are not limited to: Utah Law 17A-3-1301- 1306, "The Historic District Act"; Utah Law Title 9 Chapter 8 History Development regarding notification of the State Historic Preservation Office of any known proposed action which will destroy or affect a site, building, or object owned by the State of Utah and included on or eligible for the State or National Registers.

E. **Document Human History.** The Commission shall document human history by acquiring oral interviews, researching and collecting prior written and oral histories, and obtaining photographs of southeastern Utah citizens. This collection will cover early settlers to present- day citizens of all races.

Duties & Responsibilities Beyond Commissions Purview.

A. The Commission shall not have supervisory responsibility and shall not hire, fire, or discipline Grand County employees or interpret or administer Grand County Personnel Policies and Procedures.

B. Decisions regarding appropriation of funds reside with the County Council and the expenditures of funds with the County employee or supervisor that administers the budget.

Organization.

The Commission shall be organized and meet according to the following provisions:

A. The Commission shall consist of seven members with a demonstrated interest, or knowledge in historic preservation, and shall be appointed by the Grand County Council.

B. To the extent available in the community, two Commission members shall be professional, as defined by National Park Service regulations, from the disciplines of architecture, architectural history, archeology, history, planning, urban planning, American studies, American civilization, cultural geography, cultural anthropology or related field.

C. In light of the fact that early regional history has no boundaries, and greater Grand County laps over into San Juan County to the south, as well as boundary changes involving greater Green River/Elgin and Emery County to the west, no more than two members may be residents of San Juan or Emery counties as long as they have an interest in preserving Grand County's history.

Commission Members Appointment.

A. Appointment process for the Commission shall be according to the prescribed process approved by Ordinance or Resolution by the Grand County Council. Individual members of the Commission serving at the time the ordinance codified in this ordinance is approved shall fulfill their appointed terms.

Vacancies.

A. Vacancies occurring by reason of death, resignation or other cause shall be filled to the date of expiration of the unexpired term by appointment of another person by the County Council upon the recommendation of the Commission.

Commission Officers.

A. Officers elected by the Commission shall be elected at the first meeting in January each year. At a minimum, the Commission shall have the positions listed below. The Commission may adopt bylaws that have additional officers.

B. Chairperson. The Chairperson shall be responsible to call meetings, set the agenda, and conduct the meetings.

C. Vice-Chair. The Vice-Chair shall assume the duties of the Chair in his or her absence, and assist the Chair as needed.

D. Secretary. The Secretary shall be responsible for all public notices for Commission meetings. The Secretary shall submit an annual notice of the regular meeting schedule to the County Council's Office for publication in a newspaper of general circulation. The Secretary shall post the agenda and take/transcribe minutes for all regular meeting and special meeting of the Commission. Once minutes are approved by the Commission the Secretary shall ensure that the minutes and all attachments are available for public inspection at the County Courthouse. All duties performed by the Secretary shall be in accordance with the Open and Public Meeting Act 52-4 of the Utah Code.

Quorum & Meetings.

A. Four members of the Commission shall constitute a quorum for the transaction of business. Members of the Commission shall meet a minimum of four times in any year, as determined by the Chairperson, and as necessary to fulfill the purpose and duties of the Commission. Meetings shall be in compliance with the Open and Public Meeting Act 52-4.

Removal of Members.

A. Any member of the Commission may be removed by the County Council for cause.

Adoption of Bylaws.

A. The members shall in all cases act as a Commission and shall adopt and amend rules and regulations for the conduct of their meetings and the management of the Commission as they deem proper but not inconsistent with Grand County ordinances and the laws of the State

of Utah. Proposed bylaws and amendments to bylaws shall be submitted to the County Council for review and approval in a County Council meeting.

Compensation & Reimbursement.

A. No compensation shall be paid to Commission members for their services. Expenses may be reimbursed to Commission members when all the following criteria have been met: 1) expense is associated with the Commission's business; 2) the County Council has appropriated funds for said expense; 3) the expense is authorized by the County employee who oversees the budget; and 4) the commission member submits the necessary paperwork required by the County for reimbursement.

Budget.

A. For the exercise of its authorized function, the Commission may be funded by public revenue of Grand County, Utah on an annual basis. Additionally, the Commission may accept contributions and gifts from the general public. All funds shall be accounted for in the Grand County/Clerk Auditor's Office.

Council Administrator or Designee.

A. The Council Administrator or a designee from the Community Development Department shall be assigned to assist the Commission in their functions.

Exhibit B- Utah Code Annotated 17-50-326. Preservation of historical areas and sites.

17-50-326. Preservation of historical areas and sites.

A county may:

- (1) expend public funds to preserve, protect, or enhance an historical area or site;
- (2) acquire an historical area or site by direct purchase, contract, lease, trade, or gift;
- (3) obtain an easement or right-of-way across public or private property to ensure access or proper development of an historical area or site;
- (4) protect an historical area or site;
- (5) ensure proper development and utilization of land or an area adjacent to an historical area or site; and
- (6) enter into an agreement with a private individual for the right to purchase an historical area or site if and when the private individual elects to sell or dispose of the owner's property.

Enacted by Chapter 360, 2008 General Session

Exhibit C- Excerpts From Utah Code -Title 52 -Chapter 04 -Open and Public Meetings Act

52-4-201. Meetings open to the public -- Exceptions.

(1) A meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206.

(2) (a) A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with this chapter.

(b) A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless:

(i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;

(ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given;

(iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or

(iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.

Renumbered and Amended by Chapter 14, 2006 General Session

Amended by Chapter 263, 2006 General Session

52-4-202. Public notice of meetings -- Emergency meetings.

(1) A public body shall give not less than 24 hours public notice of each meeting including the meeting:

(a) agenda;

(b) date;

(c) time; and

(d) place.

(2) (a) In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section.

(b) The public notice under Subsection (2)(a) shall specify the date, time, and place of the scheduled meetings.

(3) (a) Public notice shall be satisfied by:

(i) posting written notice:

(A) at the principal office of the public body, or if no principal office exists, at the building where the meeting is to be held; and

(B) beginning October 1, 2008 and except as provided in Subsection (3)(b), on the Utah Public Notice Website created under Section 63F-1-701; and

(ii) providing notice to:

(A) at least one newspaper of general circulation within the geographic jurisdiction of the public body; or

(B) a local media correspondent.

(b) A public body of a municipality under Title 10, Utah Municipal Code, a local district under Title 17B, Limited Purpose Local Government Entities - Local Districts, or a special service district under Title 17D, Chapter 1, Special Service District Act, is encouraged, but not required, to post written notice on the Utah Public Notice Website, if the municipality or district has a current annual budget of less than \$1 million.

(c) A public body is in compliance with the provisions of Subsection (3)(a)(ii) by providing notice to a newspaper or local media correspondent under the provisions of Subsection 63F-1-701(4)(d).

(4) A public body is encouraged to develop and use additional electronic means to provide notice of its meetings under Subsection (3).

(5) (a) The notice requirement of Subsection (1) may be disregarded if:

(i) because of unforeseen circumstances it is necessary for a public body to hold an emergency meeting to consider matters of an emergency or urgent nature; and

(ii) the public body gives the best notice practicable of:

(A) the time and place of the emergency meeting; and

(B) the topics to be considered at the emergency meeting.

(b) An emergency meeting of a public body may not be held unless:

(i) an attempt has been made to notify all the members of the public body; and

(ii) a majority of the members of the public body approve the meeting.

(6) (a) A public notice that is required to include an agenda under Subsection (1) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.

(b) Subject to the provisions of Subsection (6)(c), and at the discretion of the presiding member of the public body, a topic raised by the public may be discussed during an open meeting, even if the topic raised by the public was not included in the agenda or advance public

notice for the meeting.

(c) Except as provided in Subsection (5), relating to emergency meetings, a public body may not take final action on a topic in an open meeting unless the topic is:

- (i) listed under an agenda item as required by Subsection (6)(a); and
- (ii) included with the advance public notice required by this section.

Amended by Chapter 234, 2008 General Session

Amended by Chapter 360, 2008 General Session

52-4-203. Minutes of open meetings -- Public records -- Recording of meetings.

(1) Except as provided under Subsection (8), written minutes and a recording shall be kept of all open meetings.

(2) Written minutes of an open meeting shall include:

- (a) the date, time, and place of the meeting;
- (b) the names of members present and absent;
- (c) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
- (d) a record, by individual member, of each vote taken by the public body;
- (e) the name of each person who is not a member of the public body, and upon recognition by the presiding member of the public body, provided testimony or comments to the public body;
- (f) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e); and
- (g) any other information that any member requests be entered in the minutes or recording.

(3) A recording of an open meeting shall:

- (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
- (b) be properly labeled or identified with the date, time, and place of the meeting.

(4) (a) The minutes and recordings of an open meeting are public records and shall be available within a reasonable time after the meeting.

(b) An open meeting record kept only by a recording must be converted to written minutes within a reasonable time upon request.

(5) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.

(6) Minutes or recordings of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage

requirements.

(7) Written minutes and recordings of open meetings are public records under Title 63G, Chapter 2, Government Records Access and Management Act, but written minutes shall be the official record of action taken at the meeting.

(8) Either written minutes or a recording shall be kept of:

(a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; and

(b) an open meeting of a local district under Title 17B, Limited Purpose Local Government Entities - Local Districts, or special service district under Title 17D, Chapter 1, Special Service District Act, if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are \$50,000 or less.

Amended by Chapter 360, 2008 General Session

Amended by Chapter 382, 2008 General Session

Exhibit D- Parliamentary Procedures at a Glance

PARLIAMENTARY PROCEDURES AT A GLANCE

The actions (motions, points and proposals) listed below have no established order of precedence. Any of them may be introduced at any time – except when a motion to adjourn or a motion to recess is being considered.

ACTIONS -- TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
Object to a procedure	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required. Chair decides
Request information	"Point of information"	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Ask for a vote by actual count (roll call) to verify a voice vote	"I call for a division of the house."	No*	No second needed	Not debatable	Not amendable	No vote required unless someone objects**
Take up a matter previously tabled	"I move we take from the table..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds votes required
Vote on a ruling by the chair	"I appeal the chair's decision..."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority required

**But roll call vote must be called before another motion is started.*

***Then majority vote is required*

The actions below are listed in established order of precedence. If any of them is pending, you may not introduce another that is listed below it. You may introduce another that is listed above it.

ACTIONS -- TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

Exhibit E- Utah Certified Local Government Program

Program Overview. The Certified Local Government Program is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) in each state, with each local community working through a certification process to become recognized as a Certified Local Government (CLG). CLGs then become an active partner in the Federal Historic Preservation Program and the opportunities it provides.

Certification Process. In order to become certified, a local government must pass an historic preservation ordinance (see the enclosed model ordinance) and appoint an historic preservation commission. In selecting the commission, an attempt should be made to fill at least two of the positions with "professionals," that is someone who has a college degree or professional training as a historian, architect, architectural historian, or archaeologist. If there are not professionals in your community who are able to serve on the commission, then this requirement can be waived.

Local Government Certification Agreement. Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR 61), and to the Utah Local Government Certification Procedures, Grand County has agreed to:

1. Enforce appropriate state and local legislation for the designation and protection of historic properties (see State Procedures Section II-A).
2. Maintain an adequate and qualified historic preservation review commission composed of professional and lay members (see State Procedures Section II-B).
3. Maintain a system for the survey and inventory of historic properties (see State Procedures Section II-C).
2. Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register of Historic Places properties (see State Procedures Section II-D).
5. Adhere to all Federal requirements for the Certified Local Government Program.
6. Adhere to requirements outlined in the Utah Local Government Certification Procedures issued by the State Historic Preservation Office.

Grand County is eligible for all rights and privileges of a Certified Local Government (CLG) specified in the Act, Federal procedures, and procedures of Utah. These rights include eligibility

to apply for available CLG grant funds in competition only with other certified local governments.

Certified Local Government (CLG) Program Matching Grants for Local Historic Preservation Projects.

What is the Purpose of CLG Grants?

The grants are to assist local governments in documenting and promoting the preservation of historic and archaeological sites. Examples of eligible projects include conducting architectural and archaeological surveys, nominating properties to the National Register of Historic Places, printing walking tour booklets, preparing feasibility studies and working drawings for property improvements, and rehabilitation of National Register properties.

Who May Apply for the Grants?

Cities and counties which have been "certified" by the Utah State Historic Preservation Office (SHPO) and the National Park Service are eligible to apply for grants. Certification includes passing an approved historic preservation ordinance and appointing a historic preservation commission. The SHPO assists local governments in meeting certification requirements. There are currently over 75 Certified Local Governments in Utah.

What is the Local Government's Responsibility?

Local governments are required to match the grant amount on a 50/50 basis with local funds, donations, and services. They are also required to maintain adequate financial and administrative records. This is usually done by volunteer members of the local historic preservation commission, though some local governments assign a paid employee to assist with the grant management.

When are Grants Awarded and How Much Can a Community Expect to Receive?

Grant applications are sent out in January and must be completed and returned by mid-February. The 16-month grant period runs from April through July of the following year. CLGs may have only one grant at a time, so they are limited to applying only every other year. Most grants are in the \$3,000 to \$6,000 range; the local government's ability to match the grant is usually a limiting factor. If the proposed activities are eligible, it is almost certain they will receive funding.

For more information about this program please contact:

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