

**GRAND COUNTY, UTAH  
RESOLUTION NO. 3349 (2023)**

**REPEALING AND REPLACING RESOLUTION 3184 (2019) AND APPROVING  
BOARD APPOINTMENT PROCESS AND REQUIREMENTS OF BOARD  
MEMBERS AND COMMISSIONERS SERVING GRAND COUNTY**

**WHEREAS**, the Grand County Commission recognizes there is a need to create an appointment process for appointing volunteer board members and commissioners to the various boards, councils, committees and commissions serving Grand County, as well as Local District and Special Service District non-elected boards, the Housing Authority of Southeastern Utah board and the Southeastern Utah District Health Department board (“Boards”);

**WHEREAS**, the Grand County Commission recognizes there is a need for all Boards to have the same general requirements for board members and commissioners including those required by law;

**WHEREAS**, the Grand County Commission shall approve all appointments to Boards that are under the authority of the Commission supported by ordinance, resolution, or ordered by state law;

**WHEREAS**, it is necessary to update or create new policies and procedures from time to time to improve efficiency; and

**WHEREAS**, the County Commission wishes to modify the board appointment policies and procedures to clarify responsibilities and reflect streamlined electronic processes.

**NOW THEREFORE, THE GRAND COUNTY COMMISSION RESOLVES AS  
FOLLOWS:**

All Board appointments shall be selected in the following manner:

1. The Grand County Commission Office (“Commission Office”) shall create and maintain a list of all Boards.
2. The Commission Office or Staff Liaisons (“Staff”) to Boards and Board Chairs (“Chair”) shall create and maintain Board specific membership lists with all board members and their term expirations.
3. By October 1, the Staff or Chair must notify the Commission Office of the current members whose terms will expire at the end of the calendar year. In cases where a vacancy is created during the middle of a board member’s term (mid-term vacancy), the

Staff or Chair must notify the Commission Office of the vacancy. The Commission Office shall post a notice of the vacancy as soon as practically possible.

4. The Commission Office or Staff shall post a notice of Board vacancies, including mid-term vacancies, in a local newspaper of record, bulletin boards within the County Courthouse, and on the County's website. The published notice shall list general requirements for serving on the Board(s) and shall be open until filled unless the board member whose term expires at year-end expresses in writing their desire to remain on the Board until the vacancy is filled, beyond year-end. The Commission Office or Staff shall ensure all submitted applications go to the respective Board for review and consideration.

5. Interested residents shall submit an official Board Application Form ("Application") contained in (Exhibit A) of this Resolution.

6. The Commission Office or Staff shall receive by personal delivery, mail, email, or online submission all Applications. The Commission Office or Staff shall review that the Applications have been completed and that the applicants meet the requirements for service to the requested Board, and forward all Applications that appear to meet the requirements for service to the appropriate party/parties for verification of meeting the requirements and consideration for appointment.

7. Boards shall interview all qualified applicants in an open meeting of the body.

8. During the interview process, the Board Members are encouraged to ask questions that verify an applicant's eligibility of meeting requirements for service contained in this Resolution and other adopted documents including but not limited to: state law, county ordinance, and adopted bylaws of the Board to ascertain an applicant's qualifications for appointment. The Boards forward recommendation(s) by motions which may contain findings as to their recommendation to the County Commission; such affirmative Board recommendations shall be in writing from the Chair or Staff, addressed to the County Commission, and provided to the Commission Office within seven days of the adopted motion.

9. The County Commission, at the next regular meeting in which appointments may be considered shall appoint a recommended applicant, or an applicant of the Commission's choice, or keep the position open to consider additional applicants. If a board fails to make a recommendation, the County Commission may appoint a qualified applicant. The County Commission must consider year-end appointments after January 1 of the following year.

10. If the Board's bylaws do not specify otherwise the current Board Member, if willing and able to continue to serve, shall express in writing to the Commission Office their desire to remain on the Board until they are replaced. If such Board Member is unwilling or unable to remain on the Board, or if such Board Member does not timely express in writing their desire to remain on the Board until they are replaced, then the position is considered vacant at the expiration of term, until filled.

- 11. All general Board Members shall:
  - a. Be a Grand County Resident unless otherwise indicated by Ordinance, Land Use Code, or Board Bylaws approved by the County Commission;
  - b. Be appointed to 4-year terms, unless a different period is required by law, such as a partial term created by a mid-term vacancy, or is necessary to create staggered terms, which appointment shall be made in the first Commission meeting in January of each year for year-end appointments;
  - c. Take office the first meeting following appointment by the County Commission;
  - d. Have the appropriate expertise when required by law;
  - e. Submit applications to the Commission Office or Staff in accordance with the requirements contained in the notice; and
  - f. Agree to abide by the Commission’s Conflict of Interest Ordinance.
  
- 12. Boards are encouraged to recommend amendments to their Bylaws to reflect the established appointment process and requirements as stated above.
  
- 13. Members who are currently serving on Boards who do not meet the requirements stated in this document shall be replaced once their term is completed.
  
- 14. In the event that an ordinance is in conflict with this resolution, the ordinance shall prevail. If a Board’s bylaws are in conflict with this resolution this resolution shall prevail.

**APPROVED THIS   2nd   DAY OF   May  , 2023, BY THE FOLLOWING VOTE:**

**AYE:**   Clapper, Hadler, Hedin, McCurdy, McGann, Winfield    
**NAY:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

**ATTEST:**

**GRAND COUNTY COMMISSION**

  Gabriel Wotek    
 Gabriel Wotek, Clerk/Auditor

  Jacques Hadler    
 Jacques Hadler , Chair

**EXHIBIT 1: APPLICATION**



### Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Commission Office or the respective Department, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or

[council@grandcountyutah.net](mailto:council@grandcountyutah.net)

Board or Commission Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

In what year did you establish your current residency in Grand County? \_\_\_\_\_  
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; **two** years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

\_\_\_\_\_

Occupation or professional training: \_\_\_\_\_

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

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**CERTIFICATION**

I have read Resolution No. 3184, I understand the eligibility requirements for serving on the above-named Board or Commission, and I certify, that all the information on this form is true and correct.

Additionally, I have read and understand the County’s Professional Ethics and Conflict of Interest Ordinance No. 593 (2019), including my duty to disclose non-restricted conflicts of interest prior to relevant discussions and votes and recuse myself from discussions and votes involving my restricted conflicts of interest.

If appointed, I agree to faithfully attend the meetings and adhere to the State law, County resolution and ordinance, and the Bylaws that govern the Board or Commission on which I am appointed to serve. .

Signature: \_\_\_\_\_

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

Exhibit B: Ordinance No. 593 Ethics and Conflict of Interest Policy