

GRAND COUNTY, UTAH
ORDINANCE NO. 674

**REPEALING AND REPLACING ORDINANCE NO. 472 ESTABLISHING A PROCESS FOR THE
AMENDMENT AND ADOPTION OF BY-LAWS FOR BOARDS, COUNCILS, COMMISSIONS, AND
COMMITTEES**

WHEREAS, the County Commission has established Boards, Councils, Commissions, and Committees, and these bodies are a vital component of Grand County's government; and

WHEREAS, Boards, Councils, Commissions, and Committees have business related to Grand County that requires actions; and

WHEREAS, it is common for Boards, Councils, Commissions, and Committees to adopt By-Laws that define internal protocols for conducting business; and

WHEREAS, the County Commission recognizes that there is a need to create a process for establishing and amending By-Laws for its Boards, Councils, Commissions, and Committees to ensure that there are no conflicts between the By-Laws of its various Boards, Councils, Commissions, and Committees and other County or State ordinances and to ensure that these By-Laws are properly recorded;

WHEREAS, it is necessary to update policies and processes from time to time to improve efficiency and address county needs; and

WHEREAS, the County Commission wishes to modify the by-law amendment and adoption process and clarify content requirements for Boards, Councils, Commissions, and Committees.

NOW THEREFORE, the County Commission ordains the following process for amending or adopting By-Laws for Boards, Commissions, or Committees.

1. **DRAFTING.** The individual Commission, Board, Council, Commission, or Committee is encouraged and empowered to draft and amend respective By-Laws as needed.
2. **PURPOSE OF BY-LAWS.** The purpose of By-Laws is for the Commission, Board, or Committee to establish protocol for the internal affairs of that Board, Council, Commission, or Committee.

By-Laws may include but are not limited to the protocol addressing the following:

- A. Officers of the respective Board, Council, or Committee and each office's purpose and core responsibilities;
- B. The process for electing or appointing each Officer on the respective Commission, Board, Council, or Committee;
- C. An outline for agendas and the order in which business will be conducted

- D. The meeting process of the respective Commission, Board, Council, or Committee;
- E. The agreement to follow Robert's Rules of Orders, such as making motions, opportunity to second each motion, discussion, opportunity to amend each motion, voting, calling the majority vote, and recording the approved motion in the minutes;
- F. The process for decorum and debate during the meetings;
- G. The process for creating the agenda, such as how to have a topic placed on the agenda; and
- H. The terms of the Commission, Board, Council, or Committee members. By-Laws shall not include protocol addressing the following matters contained in this section; rather, these matters shall be contained in the ordinance or resolution which establishes the Board, Council, or Committee:
 - a. The purpose of the Board, Councils, Commission, or Committee; or
 - b. The scope, authority, and responsibilities of the Board, Councils, Commission, or Committee; or
 - c. Processes relating to the Board, Councils, Commission, or Committee that are outside of business relating to the respective body's meeting.

A Board, Council, Commission, or Committee may make a recommendation to the County Commission regarding amending a resolution or ordinance to address the aforementioned matters.

3. REVIEW OF BY-LAWS. County staff members assigned to the Board, Councils, Commission, or Committee along with the Commission Administrator, and County Attorney's Office shall review the proposed By-Laws for compliance with the existing County Ordinance and State Code and shall return comments to the respective Board, Councils, Commission, or Committee to consider.

After consideration of the County staff, Commission Administrator, and County Attorney's comments, the Board, Councils, Commission, or Committee shall forward a final By-Laws draft to the County Commission for approval of the By-Laws.

4. APPROVAL OF BY-LAWS. The Commission shall approve the By-Laws by resolution to be maintained in the County Clerk's Office for the purposes of historical recordkeeping and reference.

5. APPLICABILITY. This Ordinance amends and establishes an updated process for the adoption of By-Laws for Boards, Councils, and Committees. This ordinance repeals abrogates and annuls any existing provisions of other County resolutions and ordinances adopted prior to the passing of this ordinance on the date below so stated.

APPROVED this 2nd day of May , 2023 by the following vote:

Those voting Aye: *Clapper, Hadler, Hedin, MCurdy, McGann, Walker, Winfield*

Those voting Nay:

Those absent:

ATTEST:

Gabriel Woytek

Gabriel Woytek, Clerk/Auditor

APPROVE:

Jacques Hadler

**Jacques Hadler, Grand County
Commission Chair**