

**BYLAWS
OF THE
GRAND COUNTY
CHANGE IN FORM OF GOVERNMENT
STUDY COMMITTEE**

Article I. Name

The name of this organization shall be the **Grand County Change in Form of Government Study Committee** (the "Committee"), a committee of Grand County created pursuant to Utah Statute §§ 17-52a-101 *et seq.* (Changing Forms of County Government).

Article II. Object

The Committee shall study the form of government within the county and perform those duties specifically set forth in Utah Statute § 17-52a-403(3)(a).

Article III. Members

Section 1. Composition. The Committee consists of seven (7) individuals appointed pursuant to the procedure set forth in Utah Statute § 17-52a-401.

Section 2. Vacancies. Vacancies in the Committee shall be filled within thirty (30) days of resignation or death of a Member by an affirmative vote of five (5) of the remaining Committee members present at a meeting at which a quorum is present. In filling a vacancy, the Committee shall select an individual who meets the qualifications and requirements of Utah Statute § 17-52a-403(b) and (c).

Article IV. Officers

The Members shall elect a Chairperson and Secretary and any other officers deemed necessary.

Section 1. Chairperson. The Chairperson shall be the presiding officer of each meeting. The Chairperson shall be responsible to call meetings, set the agenda, and conduct the meetings. The Chairperson shall be elected from the Members of the Committee.

Section 2. Secretary. The Secretary shall keep all minutes of the meetings and send copies to all Committee Members. The Secretary shall assist the Chairperson in preparing an agenda for the meetings, posting notices, approving minutes of all Committee meetings, and keeping necessary records to help the Committee perform its function. Once the Committee has approved the minutes, the official signed copy of the minutes shall be forwarded to the County Clerk/Auditor and Council Administrator for retention. The Committee may delegate the administrative duties of the Secretary to the County Council Administrator or a member of their staff.

Article V. Meetings

Section 1. Quorum. Four (4) Committee members shall constitute a quorum for the transaction of business of the Committee. If at any meeting of the Committee, there be less than a quorum present, the majority of those present may adjourn the meeting until a quorum is present.

Section 2. Action. The affirmative vote of four (4) Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

Section 3. Regular Meetings. The Committee shall publish and advertise a schedule of regular meetings. Meetings shall be held in the County Council Chambers at 125 East Center Street, Moab, Utah, subject to change with advance notice. Meetings shall be in compliance with the Open and Public Meetings Act, Utah Statute §§ 52-4-101 *et seq.*

Section 4. Electronic Meetings. One or more Committee members may participate in public meetings by means of electronic communication in accordance with Grand County Resolution #2944 and Utah Statute § 52-4-207, so long as a quorum of the Committee is present at the anchor location. Any form of telecommunication may be used, as long as it allows for real-time interaction in the way of discussions, questions and answers, and voting.

Section 5. Special Meetings and Emergency Meetings. Special meetings and emergency meetings may be called by the Chairperson and shall be in compliance with the Open and Public Meetings Act.

Section 6. Sub-committees. Sub-committees may be informally formed during any public meeting and shall exist until the sub-committee's purpose has been met or the sub-committee is otherwise deemed no longer necessary.

Article VI. Parliamentary Authority

The Committee shall use *Robert's Rules of Order* when conducting its business, which business shall be considered, as far as practicable, in the following order:

- Call to Order
- Approval of Minutes
- Action Items
- Discussion Items
- Future Considerations
- Closed Session(s) if necessary
- Adjournment

Article VII. Amendment of Bylaws

The Committee may amend these Bylaws by an affirmative vote of five (5) Committee members present at a meeting at which a quorum is present, subject to Utah Statute §§ 17-52a-101 *et seq.*

The above Bylaws were duly and regularly introduced and passed at a Special Meeting of the Grand County Change in Form of Government Study Committee on March 15, 2019, by the following vote:

AYES: Carmichael, Day, Green, Greenberg, Stocks, Till

NAYS: _____

ABSENT: Dabney _____

GRAND COUNTY CHANGE IN FORM OF GOVERNMENT STUDY COMMITTEE



Stephen Stocks, Chairperson

ATTEST:



Marcy Till, Secretary

