



***POLICIES AND PROCEDURES
OF THE
GOVERNING BODY***

**GRAND COUNTY, UTAH
125 E. Center Street
Moab, UT 84532**

Revised effective May 19, 2020

Resolution No.3226 approved May 19, 2020

**GRAND COUNTY
POLICIES AND PROCEDURES OF THE GOVERNING BODY**

Table of Contents

Introduction	1
A. Definitions	1
1. Chair/Presiding Officer	
2. County Council	
3. Governing Body	
4. Majority Vote of Governing Body	
5. Super Majority Vote	
6. Council Member/Council Representative/Member	
7. Membership	
8. Quorum	
9. Vice-Chair	
10. Chair Pro-Tem	
11. Official County Council Business	
12. Council Officers	
B. Council	
Members	2
1. Appointment of the Officers	
2. Council Meeting Attendance	
3. Participation in Local, State or Federal Committees	
4. County Council Documents	
5. Council Communications	
6. Electronic Communication	
7. Council E-mail and Communication Policy	
8. Municipal Building Authority and Board of Equalization	
9. County Board/Commission/Committee and Local and Special Service District Board Representation	
10. Council Member Involvement in Operational Issues	
C. Council Members' Participation on County Boards, Commissions & Committees and Local & Special Service District	
Boards	3
1. Assignments to County Boards, Commissions & Committees and Local & Special Service District Boards	
2. Council Members' Role	
3. Boards/Commissions/Committees/Agencies Reporting to the Council	
4. Council Member Participation	

- 5. County Committees
- 6. Special Service District Boards
- 7. Attendance

D. Duties of the Chair 5

- 1. The Chair
- 2. Presides
- 3. Vice-Chair
- 4. Chair Pro-Tem
- 5. Study Committees
- 6. Control of Chambers
- 7. Points of Order
- 8. Roll Call Vote
- 9. Declare Votes
- 10. Sign Documents and Contracts and Agreements
- 11. Training on Open and Public Meetings Act
- 12. Voting Rights and Authority

E. The Council

Administrator

6

- 1. Direction Received
- 2. Prepares Agenda
- 3. Council Meeting
- 4. Attends Meetings
- 5. Study Committee
- 6. Matters Continued
- 7. Signing of Documents
- 8. Furnish Rules
- 9. Written Comments

F. Study

Committee

7

- 1. Establishment of a Study Committee
- 2. Study Committee Representation

G. Council Meetings

7

- 1. Open and Public Meetings Act
- 2. Approval of Annual Schedule of Meetings
- 3. Council Meeting Dates and Times
- 4. Special Meetings
- 5. Emergency Meetings

H. Workshops

8

- 1. Workshops
- 2. Joint Workshops

I. Agenda	8
1. Order of Business	
2. Procedure	
3. Posting Deadline	
4. Agenda and Agenda Summary Deadline	
5. Legal Review	
J. Consent Agenda	10
K. Council Chambers	10
1. Described	
2. Auditorium	
3. Removal	
L. Voting	11
1. To Pass Acts	
2. Conflict of Interest	
3. Failure to Vote	
4. Tie Votes	
5. Leaving Seat	
6. Change of Vote	
7. Abstentions	
8. Questions Affecting Oneself	
M. Motions	11
1. Making and Withdrawing	
2. Division of Motion	
3. Motions Out of Order	
4. Reconsidering a Motion	
5. Postponing a Motion	
6. Tabling a Motion	
7. Amending a Motion	
8. Substituting a Motion	
9. Robert's Rules of Order	
N. Reading and Passage of Ordinances	13
1. Printed Copies Due	
2. Required Readings	
3. Available to the Public	
4. Waiver	
5. Effective Date	
6. Amending an Ordinance	
O. Reading and Passage of Resolutions	13
1. Copies Due	
2. Required Readings	

3. Available to the Public
4. Waiver
5. Amending a Resolution

P. Decorum and Debate

14

1. Being Recognized
2. First Person Recognized
3. Interruptions
4. Decorum
5. Debate with the Public
6. Limitation of Debate
7. Electronic Devices
8. Leaving Chambers

Q. Participation by the Public

15

1. Employee/Public Recognized
2. Citizens to Be Heard
3. No Interruptions
4. Three-Minute Rule
5. Procedure
6. Questions
7. No Assignment of Time
8. Orderly Conduct

R. Public Hearings

16

1. Posting of Public Hearing
2. Staff Presentation
3. Applicant Speaks
4. Questions
5. Opening Hearings
6. Closing Hearings
7. Written Comments
8. Late Comments

S. Personnel Action Appeal Hearing Protocol

17

T. Amendment of Policies and Procedures

18

1. Amending the Policies and Procedures
2. Resolution Required

Attachments

- I. UCA Section 17-53-207, Rules and Regulations Governing Legislative Bodies
- II. County Form of Government Ordinance
- III. Agenda Summary Form
- IV. Council Administrator Job Description
- V. County Organizational Chart
- VI. List of Boards, Commissions and Committees
- VII. Resolutions Amending this Document

GRAND COUNTY

POLICIES AND PROCEDURES OF THE GOVERNING BODY

INTRODUCTION

These policies and procedures (hereafter “Bylaws”) are made pursuant to Section 17-53-207 of the Utah Code (Attachment I) and are consistent with the provisions of the Optional Plan for Grand County’s form of Government (Attachment II). The certified copy of these Bylaws and amendments thereto shall be filed with the County Clerk to be kept as a permanent public record. The current edition of Robert’s Rules of Order that is provided by the Council Administrator shall be referenced in cases not covered by State Code or these Bylaws.

A. Definitions

1. **Chair/Presiding Officer:** Means the person elected or appointed as Chair of the County Council by its membership and presiding over the Governing Body.
2. **County Council:** Means the persons elected and sworn to the Council, who have not been removed from office for any reason, acting as a unit.
3. **Governing Body:** Means the current County Council acting as a unit.
4. **Majority Vote of Governing Body:** Means four (4) Council Members’ affirmative votes.
5. **Super Majority Vote:** Means 2/3 of 7 Council Members’, or five (5) Council Members’ affirmative votes, regardless of the number of Council Members in attendance.
6. **Council Member/Council Representative/Member:** Means the individual Council Members acting individually.
7. **Membership:** Means the Governing Body.
8. **Quorum:** Means the minimum number of persons required to act as a Governing Body. A quorum requires four (4) Council Members who must be present in person at the meeting location. Additional Members may attend by phone or other real-time means as long as the Electronic Meetings Resolution is enacted stating the same.
9. **Vice-Chair:** Means a Council Member elected or appointed by the Governing Body to act as Chairperson/Presiding Officer, with all the powers of the Chairperson as defined in these bylaws, in the absence or disability of the Chair.
10. **Chair Pro-Tem:** Means a Council Member selected by the Governing Body as Chair in the absence or disability of the Chair and Vice-Chair. The Chair Pro-term’s authority exists for the duration of a specific time period, typically a specific Council

meeting.

11. Official County Council Business: Means matters that have been formally acted upon or authorized by the Council in a lawful meeting
12. Council Officers: Means Council Chair and Vice-Chair.

B. Council Members

1. Appointment of the Officers: The Council shall elect or appoint the Chair and the Vice Chair at its first meeting in January. The Council shall make its best effort to elect or appoint a different Council Member as Chair each year.
2. Council Meeting Attendance: Council Members are required to attend all regularly scheduled and special Council Meetings. See Appendix item II, County Form of Government Ordinance, Removal and Recall of Council Members— Vacancies. If an event arises that prohibits attendance of a Council Meeting, the Council Office must be notified.
3. Participation in Local, State or Federal Committees: Council Members are encouraged to participate in other local, state and federal committees and associations and disclose the same to the County Council.
4. County Council Documents: The official Grand County letterhead, which includes the Grand County logo and names and titles of current officers/Council Members, shall be used only for official County Council business. See also “Council Communications.”
5. Council Communications: Except as expressly permitted herein, Council Members, including the Officers, shall not speak for the Council or for Grand County in written or verbal communication without specific prior approval from the Council at a lawful meeting unless the Council has previously taken an official position on the matter. Council Members are encouraged to delineate their personal opinions from the official positions of the Council in the course of the discharge of their duties
6. Electronic Communication: Council Members are encouraged to be mindful in their electronic communications that any electronic communications among two or more Council Members may be subject to GRAMA, the State’s Government Records Access and Management Act. GRAMA gives “every person the right to inspect a public record” (Utah Code § 63G-2-201(1)). It defines a public record as “public unless otherwise expressly provided by statute” (UCA § 63G-2-201(2)). Exceptions are, according to Utah Code § 63G-2-202, “a record that is private, controlled, or protected” under State Code. Furthermore, Utah’s Open and Public Meetings Act defines an electronic message as “a communication transmitted electronically including: electronic mail, instant messaging, electronic chat, text messaging.., or any other method that conveys a message or facilitates communication electronically” (Utah Code § 52-4-103(5)(a)). The Open and Public Meetings Act specifically states

that the Act does not preclude “members of a public body” from transmitting “an electronic message to other members of the public body at a time when the public body is not convened in an open meeting” (UCA 52-4-210).

7. Council E-mail and Communication Policy:
 - a. Each Council Member shall be given a unique email address, and the Administrator’s office shall forward all email addressed to an individual Council Member or the Council as received.
 - b. In order to reduce duplicate emails, listserv emails from the organizations listed below will not be forwarded; instead Council staff shall check at least annually to insure that all Council members are on the direct distribution lists for:
 1. UAC (Utah Association of Counties)
 2. NACo (National Association of Counties)
 3. CCP (Canyon Country Partnership)
 4. Any other organization requested by a Council Member
 - c. Physical mail addressed to a specific Council member is to be placed in that Councilperson’s box when received. Mail addressed to former Council Members shall be distributed to their successors.
8. Municipal Building Authority and Board of Equalization: Council Members shall serve as the Municipal Building Authority as required for capital projects and shall serve as the local Board of Equalization as required for property tax assessment matters.
9. County Board/Commission/Committee and Local and Special Service District Board Representation: All County Boards, Commissions, and Committees and Local and Special Service District Boards may include one Council Member representative either as a voting or ex-officio member according to the Board/Commission’s enabling ordinance unless otherwise prohibited by law. County Committees shall include a Council Member representative, if required, according to the Committee’s enabling resolution.
10. Council Member Involvement in Operational Issues: County Council’s role is predominately legislative, and extensive involvement in day-to-day operations is discouraged.

C. Council Members’ Participation on County Boards, Commissions & Committees and Local & Special Service District Boards

1. Assignments to County Boards, Commissions & Committees and Local & Special Service District Boards: In January of each year, the Council shall review each Council Representative position to County Boards, Commissions and Committees, and Local and Special Service District Boards, and other agencies. Council Members shall indicate which assignments they would prefer. For

assignments selected by more than one Council Member, the Council shall vote on who receives the assignment. In the event that no Member volunteers for an assignment, the Chair shall assign a Member.

2. **Council Members' Role:** Council Members assigned to serve on County Boards, Commissions and Committees, and Local and Special Service District or other agency Boards shall serve as the liaison to the County Council, whether a voting member per enabling documents or not. Council Members shall represent the County Council but cannot commit the County without the approval of the majority of the Council.
3. **Boards/Commissions/Committees/Agencies Reporting to the Council:** Council Representatives to Boards/Commissions/Committees and agencies shall regularly report to the Council during the General Council Report section of the Agenda and/or as necessary action is required. Council Members shall request that the Chair place on the agenda as separate items any reports of assignments or meetings that require more detailed discussion or consideration.
4. **Council Member Participation:** Council Members who are not assigned representatives are encouraged to attend any Board, Commission, or Committee meeting for informational purposes and shall notify the Council Representative of their interest to attend. Council Members not assigned as Council Representatives attending these meetings shall participate as members of the public.
5. **County Committees:** County Committees may be established through Resolution by the Council and may include an assigned Council Representative and interested community members/stakeholders as voting members. Such committees are less formal than Boards and Commissions and are generally established to support special long-term projects and facility utilization. Such committees shall act as an advisory body to Council and shall not have the authority to make Council decisions or to expend County funds unless specifically and legally authorized to do so by resolution. Council Members are encouraged to participate on County committees.
6. **Special Service District Boards:** In accordance with (UCA §17D, Chapter 1) the County Council may establish Special Service District (“District”) Boards. These Boards are independent of the County save that the County Council shall, pursuant to Utah Code §, make all appointments to such Administrative Control Boards except for District Boards elected by the public and where otherwise established in the organization’s bylaws or enabling documents. Each District Board shall include one Council Member representative as appointed or assigned by the Council to serve the term established by the District bylaws. All business conducted by the District Board shall be independent of the County with the exception of the involvement of the Council Representative. Joint meetings of the Council Membership and the District Boards are encouraged for the purpose of establishing common goals and objectives.

7. Attendance: Council Members are required to attend all regularly scheduled and special Board, Commission, and Committee meetings to which they are assigned. If regular attendance at an assigned Board, Commission, or Committee meeting is not possible, the Council Member shall make arrangements for a re-appointment for that assignment.

D. Duties of the Chair

1. The Chair: The Chair (and each of the Vice-Chair and Chair Pro-Tem acting as Chair) shall have no veto power and no special substantive authority except as expressly delegated to the Chair under Utah Code. The Chair is responsible for setting the Council Agenda, facilitating the Council Meetings, and signing the Council-approved documents. Additionally, the Chair provides guidance to the Council Administrator while the Council as a unit provides specific direction. See also Section E, “The Council Administrator.”
2. Presides: The Chair shall be the Presiding Officer at all meetings and hearings of the Governing Body.
3. Vice-Chair: In the event of absence or disability of the Chair, the Vice-Chair shall preside. Upon the Chair’s request, the Vice-Chair shall assist with the discharge of any of the Chair’s duties.
4. Chair Pro-Tem: In the absence of the Chair and Vice-Chair, the Members shall appoint a Chair Pro-Tem.
5. Study Committees: The Chair may, at his/her discretion, oversee the membership and proper functioning of the Council Study Committees, whether or not a designated committee member. See also Section E, “The Council Administrator.”
6. Control of Chambers: The Chair shall have control of the Council Chambers.
7. Points of Order: The Chair shall preserve order and decide all points of order and procedure, subject to appeal of membership.
8. Roll Call Vote: At the Chair’s discretion, the Chair may require a roll call vote for matters involving an expenditure of funds or for any matter considered during an electronic meeting if more than one council-member participates electronically.

9. Declaration of Votes: Motions may be determined by voice vote, show of hands, or at the request of any member by roll call. The Chair shall declare all votes.
10. Sign Documents and Contracts and Agreements: The Chair shall sign resolutions, ordinances, and all other documents issued by the Governing Body. The Chair shall sign all contracts and agreements approved by the County Council on behalf of the Council, including all associated documents. The Chair may delegate such signatory authority to the Vice-Chair as per Section D.1., or when appropriate, the Chair Pro-Tem. The Chair shall consult with the Council Administrator and the County Attorney for review of above said documents as deemed appropriate. The Chair does not represent the whole legislative body unless directed by the majority of the Council Members during a lawful meeting. If due to time constraints, a document must be signed prior to a Council meeting, the Chair may use discretion to sign the document for potential ratification by the Council at the next Council meeting; discretion must include consideration that political or potentially contentious matters require Council vote prior to signature. See also Section D.1.
11. Training on Open and Public Meetings Act: The Chair shall ensure that all Members are provided with the opportunity for annual training on the Open and Public Meetings Act. The Chair may delegate this duty to the Council Administrator.
12. Voting Rights and Authority: The Chair, Vice-Chair and Chair Pro-Tem shall have the same rights to debate and vote in the Council as any other Council Member. The Chair shall not make or second motions, amend, or substitute motions.

E. The Council Administrator

1. Direction Received: In general, the Council Administrator acts under the direction of policies adopted by the Governing Body and in accordance with the provisions of the Council Administrator's current Job Description (Attachment IV). Specific direction is received from the Council as a unit. Day to day guidance, if needed, is received from the Chair with regard to the Council's majority decisions or direction.
2. Prepares Agenda: The Council Administrator shall develop and prepare copies of the Council Agenda as approved by the Chair. The Council Office delivers the agenda and packet to the Members, County Attorney, County Clerk, and County Library and ensures posting in the Courthouse or meeting location and on the County website and the State Public Meeting Notice website.
3. Council Meeting: The Council Administrator shall prepare for each Council Meeting or Workshop a packet, together with such other supporting materials as the Chair or Membership direct or require except that materials that are (i) copyrighted unless written permission by the copyright holder is provided; (ii) proprietary; (iii) confidential; (iv) related to a closed session; (v) intended as a legal communication shall not be included in the general packet unless allowed by these bylaws. Such excluded materials shall be provided under separate cover, marked "confidential."

4. Attends Meetings: The Council Administrator shall attend all meetings of the Governing Body unless excused by the Council or Chair, and, in the absence of Department Heads who report to the Administrator, may speak on their behalf.
5. Study Committee: The Council Administrator may attend, if invited by the Chair or the Committee, and participate in Study Committee Meetings.
6. Matters Continued: The Council Administrator shall ensure that action items on the agenda which are postponed shall be continued upon the agenda of subsequent meetings until disposed of by the Council.
7. Signing of Documents: The Council Administrator shall sign agreements, permits, and contracts on behalf of the County Council when so delegated by resolution approved by the Council. The Administrator shall be responsible for providing the original signed documents to the County Clerk.
8. Furnish Rules: The Council Administrator shall furnish all Members with copies of Robert's Rules of Order, the link to County Land Use Code and General Plan, and these Bylaws. Bylaws of County Boards, Commissions, and Committees and Policies and Procedures of County Departments shall be available upon request.
9. Written Comments: Any written comments from the public regarding Council action or public hearings shall be compiled by the Council Administrator's Office and forwarded to the Clerk/Auditor's Office once the hearing is closed and action is taken by the Council.

F. Study Committee

1. Establishment of a Study Committee: The Council may choose to appoint a committee of its Members or Grand County residents for the purpose of researching, reviewing and recommending to the Governing Body action on particular issues, problems, and areas of interest. Committees are not executive bodies, and the Committee Chair has no executive authority. The Governing Body may however, authorize the committee to undertake specific tasks. Other Council Members are not obligated to vote according to committee recommendations.
2. Study Committee Representation: Committees shall not consist of more than three (3) Council Members.

G. Council Meetings

1. Open and Public Meetings Act: All Council Meetings shall be in compliance with the Open and Public Meetings Act. All Council Meetings will be open to the public. Any closed sessions shall be in accordance with Utah Code § 52-4-204, as amended.
2. Approval of Annual Schedule of Meetings: The Council shall approve its annual meeting schedule during the December scheduled meeting and publish the approved

schedule in accordance with Utah Code § 52-4-202, as amended.

3. Council Meeting Dates and Times: The Council shall hold regular meetings the first and third Tuesday of each month. In those months when the holidays or elections fall on the first or third Tuesday, the meeting shall be held the following day. To the extent practicable and if so required as determined by the Chair, County Council Meetings will begin at 4:00 PM for one session per meeting. Public hearings to adopt or change a budget or to consider matters related to taxes or fees shall begin at 6:00 PM or later.
4. Special Meetings: As necessary, the Chair, on their initiative or upon request by any Council Member, may call a special meeting in accordance with Utah Code § 17-53-205, as amended.
5. Emergency Meetings: As necessary, the Chair, on their initiative or upon request by any Council Member, may call an emergency meeting in accordance with Utah Code § 52-4-202, as amended.

H. Workshops

1. Workshops: Workshops may be required from time to time and scheduled as needed, and to the extent possible, attended by all Members. The purpose of these meetings shall be to discuss items that require the attention of the Council, such as Administrative or Budget Workshops, so as to receive in-depth updates and information prior to a future formal vote. The Council may provide direction to the staff concerning those same issues. Unless it is so noted on the agenda, action shall not be taken at workshops.
2. Joint Workshops: The Council may, from time to time or on a regular schedule, conduct joint workshops with other local government bodies and staff as deemed necessary for the purpose of working together on administrative and informational updates on issues that have impacts on the entities. Unless it is so noted on the agenda, final action shall not be taken at workshops.

I. Agenda

1. Order of Business: The Council Administrator shall prepare, and the Chair shall approve, a written agenda for each meeting including, as necessary, the agenda for the Municipal Building Authority.

The Municipal Building Authority and Council session matters shall be considered, as far as practicable, in the following order:

Municipal Building Authority

- Call to Order
- Approval of Minutes
- Ratification of Payment of Bills

- General Business – Action Items
- Discussion Items
- Public Hearings – Possible Action Items
- Closed Session(s) if necessary
- Adjourn

Council Meeting

- Call to Order
- Pledge of Allegiance
- Citizens to Be Heard (and again as near 6 PM as possible)
- Approval of Minutes
- Ratification of Payment of Bills
- Elected Officials Reports – for any elected official other than Council Members
- Council Administrator Report
- Department Head Reports
- Agency Reports
- Presentations
- General Business- Action Items
- Consent Agenda – Action Items
- Discussion Items
 - Discussion of Calendar Items and Public Notices
- Public Hearings- Possible Action Items
- General Council Reports and Future Considerations
- Closed Session(s) if necessary
- Adjourn

2. **Procedure:** All agenda items and requisite associated documentation shall be delivered to the Council Administrator not less than six (6) days in advance of the meeting unless otherwise authorized. The Administrator shall prepare the agenda for review by the Chair.

- (a) The Chair shall review the agenda and supporting material prior to the posting deadline and as close to the agenda deadline as possible. The Chair may delete or add items to the agenda at his or her discretion, except those items specifically requested by a Council Member.
- (b) Following the agenda review, the agenda with the additions, deletions or other corrections, shall be returned to the Council Administrator, who shall prepare the agenda in its final draft form for review by the Council Members.
- (c) The Council Members shall have 24 hours or less to request changes to the draft agenda.
- (d) The Council Administrator shall make a copy of the meeting packet available to the press, if requested, and at the Grand County Library and County Council's Office prior to each meeting, removing any materials that are (i) copyrighted unless written

permission by the copyright holder is provided; (ii) proprietary; (iii) confidential; (iv) related to a closed/executive session; and/or (v) intended as a legal opinion. The Administrator shall make available prior to the meeting an identical online copy, with materials removed as described in (i) through (v) above, at the County's website.

- (e) The agenda shall be made public in advance of the meeting by posting on the regular public bulletin board at the County Courthouse and the Public Meeting Notice website and by notification to the public newspaper of record. Such action shall be taken concurrently with the furnishing of the agenda to individual Members of the County Council and to individuals on the agenda notice email and fax lists.
 - (f) Copies of the agenda shall be made available to the public at the meeting.
3. **Posting Deadline:** Agendas shall be posted, as far as practicable, forty-eight (48) hours in advance of any regular meeting, but in no event less than twenty-four (24) hours in advance of a regular meeting or special meeting. (UCA 52-4-202).
 4. **Agenda and Agenda Summary Deadline:** Requests for inclusion on the agenda and supporting documentation must be received by 5 PM on the Wednesday prior to a Regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting. The Council Administrator may extend this deadline when staff time permits so long as the final agenda is set by the Chair.
 5. **Legal Review:** Agenda items requiring legal review must be submitted to the County Attorney at least fourteen (14) days in advance of the scheduled meeting except in unusual circumstances in which time is of the essence. Items requiring legal review include new ordinances, resolutions, memoranda of understanding, contracts, agreements, and any other documents, including proposed correspondence, which involve a legal obligation or commitment on behalf of the County. Unsubstantial amendments or contract renewals do not require legal review.

J. Consent Agenda

The purpose of the Consent Agenda is to quickly process/dispose of many noncontroversial matters by adopting all at once. Upon unanimous consensus of the members present or motion and a majority vote of the Council, any item may be removed from the Consent Agenda for additional Council consideration during the meeting.

K. Council Chambers

1. **Described:** The Council Chambers consists of the auditorium and the raised dais.
2. **Auditorium:** The auditorium shall be open to the public for all public meetings with the exception of closed sessions.
3. **Removal:** Law enforcement may remove from the Chambers any person causing disturbances, deemed a danger to himself or the Council, or otherwise violating the law.

L. Voting

1. To Pass Acts: Four (4) affirmative votes of the Membership shall be necessary to pass any resolution, ordinance or act (motion) of the Council, regardless of the number of Council Members in attendance.
2. Conflict of Interest: Member(s) shall disclose non-restricted conflicts of interest prior to discussion or voting on any related matter and shall recuse themselves from discussion and voting on any matter in which they have a restricted conflict of interest, as defined by Ordinance No. 593, An Ordinance Establishing Policies and Procedures Governing Professional Ethics and Conflicts of Interest of Grand County Officers and Employees, as amended.
3. Failure to Vote: A failure to vote by a Council Member shall be considered a non- vote or an abstained vote.
4. Tie Votes: A tie results in the defeat of a proposed action because it failed to gain the four (4) required votes.
5. Leaving Seat: When a call for the vote is commenced, no Member shall leave until the vote is disclosed.
6. Change of Vote: A Member may change their vote after the call for the vote has been completed and before the announcement of the result, but not thereafter.
7. Abstentions: Although it is the duty of every Member who has an opinion on a question to express it by their vote, they can abstain, since they cannot be compelled to vote. (An abstention shall be considered a non-vote.)
8. Questions Affecting Oneself: Members are permitted to vote for themselves for an office or other position to which Members are generally eligible, including when other Members are included with them in the motion.

M. Motions

1. Making and Withdrawing: When a motion is made, the Chair shall call for a second. The Chair shall restate the motion upon request by any member. If the motion receives a second, the Chair has the discretion to restate the motion after debate and before vote commences. If there is no second to the motion, the motion shall die without further debate due to the lack of a second. A motion may not be withdrawn by the person making the motion without the consent of the majority of the Council once it has been seconded.
2. Division of Motion: If the motion contains two (2) or more divisible propositions, the Chair may, and upon request of a Member, divide the same.
3. Motions Out of Order: The Chair may not at any time permit a member to introduce

an ordinance, resolution, or motion out of the regular order as set forth in the agenda unless it is approved to do so by majority vote.

4. Reconsidering a Motion: A motion may be reconsidered at any time during the same meeting if the motion to reconsider is introduced by a Member who had voted with the prevailing side. Only after the motion to reconsider has been approved by the majority can the main motion be reconsidered.
5. Postponing a Motion: Any item on the agenda may be postponed until the next meeting or a specific future date by motion or unanimous consensus. Unanimous consensus or a motion to postpone shall give the best efforts to include the future time of consideration and reason for the postponement. Unanimous consensus or a motion to postpone indefinitely means the item of discussion is postponed for an unspecified period of time.
6. Tabling a Motion: Any item on the agenda may be tabled until later in the meeting. Unanimous consensus or a motion to table temporarily suspends further consideration or action on an agenda item until later in the meeting. Unanimous consensus or a motion to bring back to the table shall be made to resume discussion on the item tabled. An item to be considered at a future meeting shall be postponed.
7. Amending a Motion: Any main motion may be offered for amendment by a Member after the main motion has been seconded and is under discussion. As multiple amendments may be considered and approved, the motion(s) to amend, and the main amended motion are voted on separately.
8. Substituting a Motion: Any main motion may be offered for substitute by a Member after the main motion has been seconded and is under discussion. Upon receiving a second on the motion to substitute, the Chair shall ask for discussion, and if no further amendments or substitutions are made, call for a vote on the substitute motion. If the motion to substitute fails, the Chair returns to the question of the pending main motion. If the substitute motion passes, the pending main motion fails, and the substitute motion prevails.
9. Recessing the Meeting: The Chair may recess the meeting, to be reconvened on the same day, by unanimous consensus or majority vote.
10. Robert's Rules of Order: Any specific questions regarding motions that are not addressed in this document shall be determined by the edition of Robert's Rules of Order provided to the Council by the Council Administrator.

N. Reading and Passage of Ordinances

All proposed ordinances to enact regulations of a general and permanent nature, enforceable as local law, shall be subject to the following requirements for passage:

1. Copies Due: In order to be considered, printed or electronic copies of the proposed ordinance shall be in the possession of the Governing Body forty-eight

- (48) hours prior to the meeting, except in the event of exigent circumstances.
2. **Required Readings**: Any Member may request a full reading; otherwise, an ordinance shall be read by title only. An ordinance may be passed and adopted at any time after the reading.
 3. **Available to the Public**: Copies of proposed ordinances shall be available to the public, when feasible, at the Council office and the Library not less than forty-eight (48) hours before the Council convenes to act upon the ordinance. Should copies not be available, said ordinance shall be ordered read in full before the vote thereon upon request by any member of the public at the meeting.
 4. **Waiver**: The requirements of Sections N.1 through N.3 shall be deemed waived if no objection is raised at the public meeting of the Council at the time of consideration or voting on the ordinance.
 5. **Effective Date**: No ordinance passed by the Council shall take effect within less than fifteen (15) days of its passage in accordance with Utah Code § 17-53-208 unless authorized by Utah Code, such as for emergencies.
 6. **Amending an Ordinance**: Amendments of ordinances shall be approved by a majority vote of the Council and are subject to all of the provisions of this section.

O. Reading and Passage of Resolutions

All proposed resolutions are to express the opinion of the Membership on a matter of temporary or advisory nature or to handle administrative business and shall be subject to the following requirements for passage:**Copies Due**: In order to be considered, printed or electronic copies of the proposed resolution shall be in the possession of the Governing Body forty-eight (48) hours prior to the meeting, except in the event of exigent circumstances.

1. **Required Readings**: Any Member may request a full reading; otherwise, said resolution shall be read by title only. A resolution may be passed and adopted at any time after the reading.
2. **Available to the Public**: Copies of proposed resolutions shall be available to the public, when feasible, at the Council office and the Library not less than forty-eight (48) hours before the Governing Body convenes to act upon the resolution. Should copies not be available, said resolution shall be read in full before the vote thereon, upon request by any member of the public at the meeting.
3. **Waiver**: The requirements of Sections O.1 through O.3 shall be deemed waived if no objection is raised at the public meeting of the Council at the time of consideration or voting on the resolution.
4. **Amending a Resolution**: Amendments of resolutions shall be approved by a

majority vote of the Council and are subject to all of the provisions of this section.

P. Decorum and Debate

1. Being Recognized: When a Member desires to speak or make a motion, they shall address themselves to “Mr. /Madam Chair.” Upon being recognized, they may address the Membership, staff or members of the public.
2. First Person Recognized: When more than one Member addresses the Chair, the Chair shall name the person who is to speak, recognizing the person who first addressed the Chair.
3. Interruptions: No Member shall interrupt another, except when permitted by parliamentary procedure.
4. Decorum: No Member shall indulge in personalities, arraign motives of Members, or use language tending to hold a Member up to contempt.
5. Debate with the Public: No Council Member shall debate with the public or employees during meetings or workshops.
6. Limitation of Debate: In general, no Member of the Council shall be allowed to speak more than once upon any one subject until all Members have had an opportunity to speak. Council Members shall generally be limited to two statements on any issue under consideration unless substitute motions are made.
7. Electronic Devices: Use of electronic devices during a Council meeting shall be limited to matters pertaining to the business of the meeting and such use is subject to the Open and Public Meetings Act.
8. Leaving Chambers: No Member shall leave the Council Chambers during session without informing the Chair, except for short breaks.

Q. Participation by the Public

1. Employee/Public Recognized: No person in the auditorium shall speak unless recognized by the Chair, who may permit persons to speak on any agenda item or other topic during Citizens to be Heard. Upon being recognized, they should be directed by the Chair to advance to the microphone near the dais and state their full name. The number of persons heard and the time allowed each may be limited at the discretion of the Chair. On matters set for Public Hearings, the Chair may invoke a time limit (generally three (3) minutes per person) to allow the maximum public participation.
2. Citizens to be Heard: During the Citizens to be Heard portions of the meeting, citizens desiring to speak shall address themselves to the Chair. Upon being recognized, they shall be directed to advance to the dais, state their full name, address, whom they represent, and state their subject matter. The Chair may, at his or

her discretion, disallow comments on agenda items subject to previous public hearings.

3. No Interruptions: No person shall interrupt legislative proceedings.
4. Three-Minute Rule: No person of the public shall speak more than three (3) minutes except upon waiver by the Chair or on the motion of the Membership.
5. Procedure: Orderly procedure requires that each Member of the public shall proceed without interruption from the audience and shall retire when their time is up; that all arguments shall be addressed to the Governing Body, and that there be no questioning or argument between individuals.
6. Questions: The Members of the Governing Body and staff members may ask questions and make appropriate comments; however, no Member should argue or debate an issue with the petitioner/member of the public.
7. No Assignment of Time: If there are several speakers on a matter, one person may not assign their time to another in an effort to increase the allowed speaking time. Individual citizens and citizen groups may select a person to make a presentation on their behalf, however, each individual's speaking time will be limited subject to the discretion of the Chair (typically three (3) minutes). Orderly Conduct: Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Unauthorized remarks and similar demonstrations shall not be permitted by the Chair, who may direct offenders from the Chambers.

R. Public Hearings

1. Posting of Public Hearing: Public hearings shall be held as required by Utah Code. All public hearings shall be published in the local newspaper of record and posted in accordance with Utah State Code, Grand County Land Use Code 9.1.8-10 and local ordinances, as applicable.
2. Staff Presentation: The appropriate staff shall make a presentation to the County Council and the public on behalf of the public hearing matter.
3. Applicant Speaks: Regarding Planning and Zoning issues, the Chair may permit the applicant to speak to the Council after the staff has made a presentation. Applicants may appear in person or be represented by legal or other counsel. Applicant statements shall be limited to ten (10) minutes unless waived by the Chair (spoken or unspoken).
4. Questions: Council Members may direct questions to the applicant and/or staff in order to bring out relevant facts, circumstances or conditions affecting the case and may call for questions from the staff.
5. Opening Hearings: The Chair shall open the hearing and invite the public to the

podium for comment. All public participation shall be subject to Section Q “Decorum and Debate” of these Bylaws.

6. **Closing Hearings**: Following public comments the Council Chair shall announce the conclusion of this portion of the public hearing, stating that the public hearing will remain open for written public comment until 5 PM on the date that is six (6) days before the next regularly scheduled meeting (or other specified date). The Chair further states that the matter will be considered at the next regularly scheduled meeting (or other specified date). A Council Member may move to suspend these rules to take action and vote on the matter immediately. If the motion to take action is approved by a 2/3 supermajority vote, the Council can then move to consider the item immediately.
7. **Written Comments**: Written comments, including email comments to council@grandcountyutah.net, may be submitted for the record at the hearing or up to 5 PM six (6) days before the next regularly scheduled County Council Meeting. The Council Administrator shall ensure that all on-time written comments are made a part of the Council packet for the Council meeting at which the issue is to be considered. At the close of each public hearing, the Council Administrator shall ensure that all on-time written comments have been forwarded to the Clerk’s Office for public record.
8. **Late Comments**: Written comments are considered late any time after 5 PM six (6) days before the next regularly scheduled Council Meeting that follows the public hearing, unless a different date is specified by the Chair. Late comments (whether received by Council Office staff by email, mail or delivery) will be forwarded electronically by Council Office staff as usual to each Council Member. However, late comments will not be made available by Council Office staff for the Council meeting nor made a part of the online archived public record.

S. Personnel Action Appeal Hearing Protocol

1. **Purpose of Informal Council Hearing**: The Council may hold an informal hearing to determine if there is reasonable support for the Personnel Decision based upon the grounds stated in the personnel action. As used herein, Personnel Decision shall mean a written Documentation or Letter of Discipline and/or Letter of Termination.
2. **Request for Hearing**: If desired, appellant shall request a hearing before the Council in writing within 30 days of Personnel Action.
3. **Response to Request for Hearing**: The Council Administrator shall provide written notice to appellant of Council’s approval or denial of a hearing; and, if granted, the date and time of the hearing and hearing protocol.
4. **Hearing Procedure**:
 - a. All personnel hearings for civil servants (law enforcement) shall be an open and public meeting; all other personnel hearings shall be held in closed session with no

recording.

- b. The employee's Supervisor, Personnel Services Director, Clerk/Auditor, Council Administrator, Appellant, and Council shall be present in all closed hearings. Witnesses, representatives and attorneys shall be permitted only in open hearings for civil servants (law enforcement). If determined necessary by the County Attorney, the Supervisor and Council shall be assisted by different attorneys in or representing the Grand County Attorney's Office.
- c. The Council shall consider a packet of relevant documents that include the following documents. In a closed hearing, these documents shall be confidential, and no additional documents or evidence may be considered. In an open hearing for civil servants, the appellant may provide the Council with any additional documents they deem relevant.
 - i. Personnel Action
 - ii. Appeal by an employee to Supervisor
 - iii. Response by Supervisor
 - iv. Appeal by an employee to Personnel Services Director
 - v. Response by Personnel Services Director
 - vi. Appeal to Council
 - vii. Letter to Appellant setting date of appeal
 - viii. Relevant County policies and/or procedures
 - ix. Appeal protocol
- d. In a closed hearing, the Supervisor, Personnel Services Director, and Appellant shall each be allowed ten (10) minutes for presentation in that order. The order and time for open hearings for civil servants (law enforcement) shall be determined by agreement of the parties' attorneys.
- e. In a closed hearing, cross-examination of presenters is prohibited; provided, however, that Council Members may ask questions at the end of each presentation. In an open hearing, cross-examination shall be permissible by the parties' attorneys.
- f. In a closed hearing, presenters and Appellant shall be excused at the end of presentations and Council questions. The Council shall make its determination during closed session. In an open hearing, the Council shall deliberate at the end of the hearing, which deliberations shall be open and public except in the event a closed session is proper under Section 52-4-204 of Utah Code.
- g. The Council may uphold the Personnel Action, overturn the Personnel Action, or request additional information and continue the hearing until information is received and considered. The Council shall issue a written decision to Appellant within fifteen (15) business days of adjournment of the hearing.

T. Amendment of Policies and Procedures

1. Amending the Policies and Procedures: No policy or procedure of the Governing

Body shall be amended except by four (4) affirmative votes of its Membership, and consideration of the amendments shall be held during the regularly scheduled meeting(s).

2. Resolution Required: Amendment of the Policies and Procedures of the Governing Body shall be through resolution. A redlined document shall be archived electronically by the Council's Office, identifying all changes for approval.

ATTACHMENT I

UCA Section 17-53-207 Rules and Regulations Governing Legislative Bodies

Utah Code Section 17-53-207

Page 1 of 1

17-53-207. Rules and regulations governing legislative body and transaction of business.

The county legislative body may make and enforce such rules and regulations for the government of itself, the preservation of order, and the transaction of business as may be necessary.

Renumbered and Amended by Chapter 133, 2000 General Session
Download Code Section Zipped WP 6/7/8 17_25014.ZIP 1,678 Bytes

[Sections in this Chapter](#)|[Chapters in this Title](#)|[All Titles](#)|[Legislative Home Page](#)

Last revised: Thursday, July 19, 2007

ATTACHMENT II
County Form of Governance Ordinance

CODIFIED GRAND COUNTY ORDINANCES (EXCERPT)

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 Plan for County Government
- 2.08 County Council
- 2.12 Officers' Bonds and Salaries
- 2.16 Emergency Management
- 2.18 Amendment and Adoption of Bylaws
- 2.20 Moab Area Travel Council
- 2.24 Travel Council Advisory Board
- 2.25 Grand County Airport Board
- 2.28 Council on Aging
- 2.30 Grand County Library Board
- 2.31 Historical Preservation Commission
- 2.32 Public Records

Chapter 2.04

PLAN FOR COUNTY GOVERNMENT*

Sections:

Article I. Establishment of New Structural Form of County Government

- 2.04.010 Authority and establishment
- 2.04.020 Continuity

Article II. County Council

- 2.04.030 Governing body
- 2.04.040 Election, qualifications, terms and nominations of Council Members--Term limits
- 2.04.050 Council districts
- 2.04.060 Removal and recall of Council Members--Vacancies
- 2.04.070 Council meetings and procedures--Records
- 2.04.080 Council compensation
- 2.04.090 Role of the Council
- 2.04.100 Prohibitions

Article III. General Provisions

- 2.04.110 Independent candidacies for County offices
- 2.04.120 Delegation--Liberal construction
- 2.04.130 Amendments
- 2.04.140 Inconsistent provisions repealed
- 2.04.150 Severability

* Editor's Note: The Optional Plan codified in this chapter was adopted in 1992 pursuant to statutes adopted in 1973. Recent legislation has amended the enabling statutes, but is not retroactive and does not affect Grand County's Plan except as to future amendments.

Article I. Establishment of New Structural Form of County Government

2.04.010 Authority and establishment

Pursuant to Article XI, Section 4, Utah Constitution, and Chapter 35a of Title 17, Utah Statutes (the "Optional Plan Statute"), this plan (the "plan") establishes the "general County (modified)" structural form of County government as provided in Section 17-35a-9, Utah Statutes, within Grand County, Utah (the "County"). The Governing Body of the County shall be the County Council (the "Council"), as provided in Article II of this plan. The management arrangement for the County shall remain as provided by Title 17, Utah Statutes, or other general laws applicable to County government. (Optional Plan § 1.1)

2.04.020 Continuity

This plan shall not change or disrupt the corporate existence, identity, contractual obligations, or jurisdiction of the County. As provided in the Optional Plan Statute, the County remains vested with all powers and duties vested in counties by general laws. Except as provided in this plan with respect to the predecessor County commissioners and the new Council, the terms of office of elected County officers shall not be affected by this plan, and, except for the change from the predecessor County commissioners to the new Council, the elected County officers shall retain their respective functions, responsibilities, powers and duties under applicable general law. Appointed County officers and members of County boards and commissions shall continue in their respective present offices, and County employees shall continue in their respective present positions, unless and until otherwise directed by the Council, subject to applicable law. Existing County ordinances, resolutions and regulations shall not be affected by this plan except as provided in Section 2.04.140. Pending legislative, administrative or judicial proceedings shall not be affected by this plan (but shall be under the direction of the new Council when it takes office, subject to applicable law). As stated in Sections 17-35a-7(4) and 17-35a-9(1), Utah Statutes, this plan does not affect any school district, circuit or justice court, city, town, special taxing district, public authority, County service area or other local public entity with the County. (Optional Plan § 1.2)

Article II. County Council

2.04.030 Governing body

The Governing Body of the County shall be a seven-member County Council (the "Council"), which shall exercise all legislative powers of the County authorized by law. The Council shall have all powers and duties, and shall be subject to all limitations and restrictions, provided by general law for the board of County commissioners. (Optional Plan § 2.1)

2.4.40 Election, qualifications, terms and nominations of Council Members-- Term limits

A. Two (2) Council Members shall be elected from the County at large. For the purpose of electing the other five (5) Council Members, the County shall be divided into five (5) districts (the "Council districts") as provided in Section 2.04.050, and the voters of each

Council district shall elect one Member to the Council. All Council Members shall be registered voters and residents of the County, and shall have been registered voters of the County for at least one year immediately preceding their election to the Council as required by Section 17-5-2, Utah Statutes. Council Members elected from Council districts shall be residents of their respective Council districts at the time their certificate of nomination is initially filed pursuant to subsection D of this section and Section 20-3-38, Utah Statutes.

B. The initial election of Council Members shall be scheduled in accordance with Section 1.3(2) of the Optional Plan, and the terms of office of the new Council Members shall commence at noon on the second Monday after their election. The seat of the at-large Council Member receiving the highest number of votes at the initial election and the seats for Council Districts 2, 4 and 5 shall be up for election at the 1996 general election. The seat of the at-large Council Member receiving the second-highest number of votes at the initial election and the seats for Council Districts 1 and 3 shall be up for election. Thereafter, the regular term of office for all Council Members shall be four years, with three or four of the Council Members being elected at each biannual general election. After each such election, newly elected or re-elected Council Members shall take office on the first Monday in January pursuant to Section 17-5-3(3), Utah Statutes.

C. All candidates for the Council shall be nominated as independent candidates in substantially the manner provided by Section 20-3-38, Utah Statutes, as amended from time to time, except as follows:

1. For candidates for Council district seats at any election, nomination petitions must be signed by at least twenty-five (25) registered voters who are residents of the district, rather than one hundred (100) registered voters of the County as required for Countywide offices; and

2. For candidates for at-large Council seats at only the initial election of Council Members hereunder, nomination petitions must be signed by at least fifty (50) registered voters of the County; but thereafter nomination petitions for at-large Council seats must be signed by at least one hundred (100) registered voters of the County as generally required for Countywide offices.

If more than two (2) timely and sufficient nomination petitions are received for any one Council seat, the County Clerk shall give notice of and conduct a primary election with respect to such Council seat or seats, in substantially the manner provided by law for primary elections. Only the two (2) candidates for each such Council seat receiving the two highest vote totals at such primary election shall be listed on the ballot at the general election. No political party designation shall be used on the ballot for Council members at any election. Pursuant to and invoking the full extent of the authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that utilization of independent candidacies as the manner of electing Council Members is necessary and desirable to achieve the best and most effective operation of the plan.

Notwithstanding the foregoing, the provisions of this plan as to independent candidacies, like all other provisions of this plan, are subject to Section 2.04.150. Nothing in this subsection shall preclude write-in candidacies as provided by applicable law.

D. There shall be a limit of two (2) consecutive four-(4) year Council terms, and any person who has served two (2) consecutive four-year Council terms shall be ineligible to be a candidate for any other consecutive Council term, but nothing in this subsection shall preclude such person from becoming a Council candidate at any time thereafter. Initial Council terms for those seats to be up for election at the 1994 general election shall not be considered four-year terms for purposes of this subsection, but initial Council terms for those

seats to be up for election at the 1996 general election shall be considered four-year terms hereunder. Terms served on the predecessors' County commission prior to adoption of this plan shall not be counted for purposes of this subsection, nor shall any partial Council terms due to vacancies. (Optional Plan § 2.2)

2.04.050 Council districts

The initial Council districts shall be based on County voting districts existing at the time of the initial filing of this plan with County clerk, as follows:

Council District No. 1: Voting District 1

Council District No. 2: Voting Districts 4
and 9

Council District No. 3: Voting Districts 5 and 11

Council District No. 4: Voting Districts 2, 6, 7, and 8

Council District No. 5: Voting Districts 3 and 10

The Council districts shall be modified on the basis of Federal Census data to the extent necessary or appropriate to conform to applicable law. The Council districts may also be modified to conform to Grand County School District precincts or changes to county voting districts. Such modifications to conform to census data, school district precincts, or changed voting districts, shall not be considered amendments to this plan within the meaning of Section 17-35a-7(5)(a), Utah Statutes, or of Section 2.04.130, and may be made by the Council or by such other authority as directed by applicable law. (Optional Plan § 2.3)

2.4.60 Removal and recall of Council Members--Vacancies

A. If any Council Member shall die, resign, cease to be a resident of the County or of the Council district from which elected, become incapacitated for a period in excess of six (6) months, fail to attend Council meetings otherwise fail to perform his or her official duties for an unexcused period of two (2) months, be recalled as provided in subsection B of this section, or otherwise be removed from office pursuant to general law, his or her Council Membership shall be deemed vacant.

B. Upon petition of registered voters equal in number to fifteen (15) percent of the last gubernatorial vote within the County for at-large Council Members, or within the Council district for Council Members elected from Council districts, the County Clerk shall provide for the question of recalling said Council Member to be submitted to a vote within the County or Council district, as the case may be. If a sufficient petition is filed between one hundred eighty

(180) and forty-five (45) days prior to a general election, the recall question shall be submitted to the voters at such general election; otherwise the County Clerk shall, as soon as practicable, schedule, give notice of and conduct a special election on such recall question, substantially in the manner provided by law for other County special elections. If a majority of the votes cast are in favor of the recall, that Council Membership shall be deemed vacant and shall be filled as provided in subsection C of this section. No recall petition may be filed within the first six (6) months or the last six (6) months of a Council Member's term of office.

C. Vacancies on the Council shall be filled in the manner provided by Sections 17-5-4 and 20-4-11.5, Utah Statutes, as amended from time to time; provided, that references to political parties shall be inapplicable, and persons shall become candidates for election or appointment, as the case may be, by filing petitions substantially as provided in Section 2.04.040(D) within the applicable time limitations. (Optional Plan § 2.4)

2.4.70 Council meetings and procedures--Records

A. The Council shall hold regular meetings at least twice a month. Notice of all regular and special Council meetings shall be given to the Council and the public as required by law, and all regular and special Council meetings shall be open to the public except to the extent otherwise provided by law. Subject to applicable law, the Council may establish rules of procedure for Council meetings. Ordinances and resolutions shall be enacted in the manner provided by law.

B. A majority of the Members of the Council in office at any time constitutes a quorum of the Council. Except as otherwise provided by law, no Council action shall be valid and binding unless it is approved by the affirmative vote of at least four (4) Council Members.

C. As soon as practicable after the new Council Members take office after the first Council election under this plan and in January after each regular election, the Council shall elect from its members a chairperson and a vice-chairperson. The chairperson, or in his or her absence the vice-chairperson, shall preside at Council meetings and shall sign ordinances, resolutions and other documents as appropriate on behalf of the County. The Council may designate one of its members as chairperson pro-tem if neither the chairperson nor the vice-chairperson is available. The chairperson, vice-chairperson or chairperson pro tem shall have the same rights to debate and vote in the Council as any other Council Member and shall have no veto power and no other special substantive authority.

D. Records of all Council proceedings shall be kept and the votes of all Council Members shall be clearly indicated therein. The Council shall provide for County financial information to be compiled and summarized on a quarterly or more frequent basis, including the amounts and purposes of each disbursement of funds by the County; and such financial information shall be promptly posted at the County Courthouse. All records of the County shall be open to the public except to the extent otherwise provided by law. (Optional Plan § 2.5)

2.04.080 Council compensation

Each Member of the Council shall be paid seven hundred dollars (\$700.00) per month, plus FICA and Medicare benefits. The County shall not pay for major benefits (such as health insurance) for Council Members. The Council compensation may be changed by ordinance, which changes shall not be considered amendments to the plan within the meaning of Section 17-35a-7(5)(a), Utah Statutes, or of Section 2.04.130. Council Members shall be reimbursed for actual expenses they incur in the course of their official duties; such reimbursements shall be identified in the summary financial information required by Section 2.04.070(E). (Ord. 360, 2003; Ord. 351, 2001; Ord. 300, 1999; Res. 2426; Optional Plan § 2.6)

2.04.090 Role of the Council

Consistent with this plan's provisions increasing the size and reducing the compensation of the Council, it is the intent of this plan to establish the Council as a citizen body whose Members serve on a part-time basis primarily in a legislative, policy-making role, and membership on the Council is not intended to be a full-time position involving extensive day-to-day administrative oversight of County operations and functions. Accordingly, it is expected that the Council will implement this plan by using its power under Title 17, Utah Statutes, and other applicable general laws, to maintain and fully utilize an adequate, competent professional County staff to perform, administer and have day-to-day oversight over the County's operations and functions, pursuant to general policies and directives

promulgated by the Council. Pursuant to and invoking the full authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that the foregoing provisions of this section as to the role of the Council are necessary and desirable to achieve the best and most effective operation of this plan; but, like all other provisions of this plan, the foregoing provisions are subject to Section 2.04.150. The Council is encouraged to cooperate with and fully utilize the County's appointed boards and commissions, and to give full consideration to information and recommendations communicated by such boards and commissions, in order to maximize citizen participation in County government. The Council is also encouraged to fully cooperate with the City of Moab and other government entities and to fully utilize all mechanisms legally and practically available to consolidate and share governmental services, functions and facilities, in order to maximize governmental efficiency and economy. (Optional Plan §2.7)

2.4.100 Prohibitions

A. Except for the compensation provided for in Section 2.04.080, no member of the Council shall be compensated by the County for work in connection with the administration or management of County government.

B. The Council Members are subject to all limitations applicable under general law to the members of a board of County commissioners relating to prohibited interest and relationships. (Optional Plan § 2.8)

Article III. General Provisions

2.04.110 Independent candidacies for county offices

All candidates for elected county offices shall be nominated as independent candidates in substantially the manner provided by Section 20-3-38, Utah Statutes, as amended from time to time, with primary elections if necessary as provided in Section 2.04.040(D); and no political party designation shall be used on the ballot for any county office at any election. Pursuant to and invoking the full extent of the authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that utilization of independent candidacies as the manner of electing county officers is necessary and desirable to achieve the best and most effective operation of this plan.

Notwithstanding the foregoing, the provisions of this plan as to independent candidacies, like all other provisions of this plan, are subject to Section 2.04.150. Nothing in this section shall preclude write-in candidacies as provided by applicable law. (Optional Plan § 3.1)

2.04.120 Delegation-Liberal construction

All officers and agents of the County, including but not limited to the county clerk, the predecessor County commissioners, and the Members of the Council established by this plan, are authorized and directed to take all actions necessary or appropriate to fully implement the provisions of this plan. The provisions of this plan shall be liberally construed in accordance with its purposes of establishing a more representative, accountable, accessible, responsive and efficient county government. (Option plan § 3.2)

2.04.130 Amendments

Pursuant to the Optional Plan Statute, amendments to this plan which are not contrary

to the “general county (modified)” structural form of county government established hereunder may be adopted by the Council by a two-thirds vote of all its Members; but amendments adopted by the Council, which are contrary to a specific requirement of the Optional Plan Statute applicable to the “general county (modified)” structural form of county government shall not be effective unless submitted to and approved by a majority of the voters casting a vote on the question at a general or special election. Amendments to this plan are county legislation and therefore, may also be initiated or referred by petition of registered voters of the County in the manner provided by Chapter 11 of Title 20, Utah Statutes, as amended from time to time. This plan acknowledges the time restrictions on certain optional plan changes imposed by Section 17-35a-2(2), Utah Statutes, but it is the intent of this plan that, if the Optional Plan Statute is amended so as to reduce or eliminate such time restrictions and permit earlier changes to optional plans, such amendment shall apply to any such changes to this plan. (Optional Plan § 3.3)

2.04.140 Inconsistent provisions repealed

Any provisions of any County Charter, ordinance, resolution, regulation or other enactment inconsistent with this plan are repealed only to the extent of such inconsistency. (Optional Plan § 3.4)

2.4.150 Severability

If any provision of this plan or any application thereof to any person or circumstance is held invalid, the remaining provisions of this plan and applications thereof to other persons or circumstances shall not be affected thereby. (Optional Plan § 3.5)

ATTACHMENT III

<i>Agenda Summary</i> GRAND COUNTY COUNCIL MEETING (ENTER MEETING DATE REQUESTED)	
Agenda Item:	
TITLE:	Enter the Title of Your Subject Matter You Wish to Have Discussed or Acted Upon at the Council Meeting
FISCAL IMPACT:	Enter estimated dollar impact to Grand County if any; otherwise enter "None" (for example: "\$3,000 in costs")
PRESENTER(S):	Enter Presenter Name(s) followed by Title and Organization (for example: John Doe, President, John Doe Industries)
Prepared By: Name, Title Organization Address Daytime Phone Email Address	RECOMMENDATION: I move to (enter the action which you would like a Council Member to take during the Council Meeting; for example, "approve the proposed agreement regarding your subject matter, as presented,") and authorize the Chair to sign all associated documents. [Note: If no action other than discussion is needed, delete this entire "Recommendation" section.]
FOR OFFICE USE ONLY: Attorney Review: For office use only	BACKGROUND: (Enter information – facts, figures, logic – to support the topic discussion and/or motion.) ATTACHMENT(S): Enter title(s) of documents referred to in this agenda summary which you wish to attach.

Agenda Summary
GRAND COUNTY COUNCIL MEETING

, 2017

Agenda Item:

TITLE:	
FISCAL IMPACT:	
PRESENTER(S):	

Prepared By:	<u>RECOMMENDATION:</u>
---------------------	-------------------------------

FOR OFFICE USE ONLY: Attorney Review:	<u>BACKGROUND:</u>
---	---------------------------

ATTACHMENT(S):

Approved: 12-1-09

ATTACHMENT IV
Grand County Council Administrator Job Description

Grand County Job Description

Job Title:	Council Administrator
Department:	Administration
Location:	125 East Center Street Moab, Utah 84532
Reports To:	County Council as a Unit

Pay Range: Grade: 24 Revised 7/2015	Type of Position: Full time Part time Regular Seasonal Emergency	Job Status: Exempt Non-exempt Grant funded Enterprise	Public Safety Safety Sensitive On-call Appointed
---	--	--	---

Job Summary

Under the direction of the County Council, serves as a non-elected personnel manager and administrator for the Council. Performs administrative duties related to the management responsibilities of the County Council including planning, coordinating, supervision, hiring, and firing. This is a highly responsible position requiring considerable initiative and judgment, but has no independent executive authority except for that granted by the Council as a unit. Grand County's form of government is the Optional Plan, and is defined in Title 2 Chapter 2.04, "Plan for County Government," of the Codified Grand County Ordinances (available online at <http://www.GrandCountyUtah.net>).

Supervision

- Received** County Council as a Unit as communicated by the Chair
 :
Given: All County Department Heads and contract employees who are under the purview of the County Council; the Council Office Coordinator; the Council Office Assistant; and the IT Director. This would exclude all Elected Officials and their deputies.

Essential Duties

- Provides immediate supervision to all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- Has direct responsibility for personnel management of all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council, including aspects of risk management.
- Conducts, with the aid of a committee, the hiring and firing of all Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and other direct reports as authorized by the County Council.
- Is responsible for conducting and administering annual performance evaluations for all

Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.

- In coordination with the Human Resources Director, administers corrective actions and terminations for all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- Conducts staff and County-wide meetings as needed.
- Assists the County Council to carry out their executive and legislative powers. Drafts resolutions, ordinances, Memoranda of Understanding, inter-local agreements, and other documents for the County Council's consideration and adoption.
- Ensures compliance of Council-adopted policies, resolutions and ordinances among the departments overseen by the County Council.
- Coordinates and/or administers training programs as needed, including new direct reports and council member orientations.
- Makes recommendations to the Council about plans, programs, regulations, procedures, and policies that will improve efficiencies and control of departments overseen by the County Council.
- Prepares staff reports on complex issues for semi-monthly County Council meetings.
- Works on a semi-monthly basis with the Council Chair to plan the County Council agenda; oversees preparing of staff reports and Council packet. Ensures that decisions made in the County Council meeting are implemented.
- Works with the Council Office Coordinator to provide administrative direction and support to the Council's Office. Coordinates all necessary functions of the Council's office.
- Coordinates and ensures proper filing of documents with Clerk/Auditor and other departments.
- Works with staff members assigned to Boards, Commissions, and Committees. Ensures board chairs are notified of trainings, sets up trainings and manages board appointment process.
- Coordinates necessary duties regarding special service districts and mineral lease allocations.
- Serves as public information officer for the County; communicates information on County affairs, programs and plans to the Council, the general public, and the news media. Oversees the updating of the County's website as it relates to the Council's business.
- Acts as a liaison for information and communication between Elected Offices, County Departments, and municipalities.
- Coordinates with the Clerk/Auditor on the preparation of County budgets with primary emphasis on assisting Department Heads with budget preparation; coordinates financial management activities between the Council and other County-funded programs. Makes recommendations regarding the funding of programs and levels of service.
- Negotiates leases and contracts.
- Aids and coordinates grant writing, including Community Impact Board applications.
- Coordinates with the Clerk/Auditor in the administration of contracts and grants.
- Coordinates capital project management.
- Other duties as established or assigned by the County Council or as contained in County ordinance and policy.

Knowledge, Skills & Abilities

Knowledge of:

- Management of local governmental organizations.
- Fund accounting and budgeting.
- Local, state and federal law.
- State and federal agencies and their processes.
- Planning and zoning, building, and other basic local governmental services.
- Grant writing and administration.
- Personnel management.

Skills in:

- Listening to give full attention to what others are saying.
- Dispute resolution.
- Evaluating complex problems.
- Report writing.
- Computer competency required including Microsoft Word, Excel, Outlook and Internet.

Ability to:

- Learn County codes and County policies.
- Supervise and manage employees in close and distant proximities.
- Communicate with subordinates, the public, and other governmental officials.
- Use initiative and independent judgment within established guidelines and procedures.
- Use tact and finesse when communicating verbally or in writing with co-workers.
- Organize own work, establish priorities and meet critical time deadlines.
- Perform personnel evaluations and give feedback to subordinates.
- Coordinate effective interdepartmental cooperation among elected offices and departments.

Physical Demands

- Typically sit at a desk or table, occasionally walk, stand or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.
- Work for sustained periods of time maintaining concentrated attention to detail.

Working Conditions

- Potentially stressful, busy and fast-paced.
- Extensive public contact.
- Work is performed in an office, conference room, or other environmentally controlled room.
- Requires varied hours due to evening meetings.
- Requires occasional travel outside of the Moab/Grand County area.

Education & Experience

- Must have a Bachelor's degree (Master's degree preferred) in Business or Public Administration or related field.
- A minimum of 3 years of experience in management and administration in local government working with Councils/commissions including direct supervision of professional staff.

Special Requirements

- A twelve-month probationary period is a prerequisite to this position.
- Must possess a valid driver license.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass and maintain criminal history and background check requirements.
- Regularly attends meetings in the evenings.
- Some overnight travel may be required

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

Essential Duties

- Provides immediate supervision to all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.

- Has direct responsibility for personnel management of all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council, including aspects of risk management. Conducts, with the aid of a committee, the hiring and firing of all Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and other direct reports as authorized by the County Council.
- Is responsible for conducting and administering annual performance evaluations for all Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- In coordination with the Human Resources Director, administers corrective actions and terminations for all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- Conducts staff and County-wide meetings as needed.
- Assists the County Council to carry out their executive and legislative powers. Drafts resolutions, ordinances, Memoranda of Understanding, inter-local agreements, and other documents for the County Council's consideration and adoption.
- Ensures compliance of Council-adopted policies, resolutions and ordinances among the departments overseen by the County Council.
- Coordinates and/or administers training programs as needed, including new direct reports and council member orientations.
- Makes recommendations to the Council about plans, programs, regulations, procedures, and policies that will improve efficiencies and control of departments overseen by the County Council.
- Prepares staff reports on complex issues for semi-monthly County Council meetings.
- Works on a semi-monthly basis with the Council Chair to plan the County Council agenda; oversees preparing of staff reports and Council packet. Ensures that decisions made in the County Council meeting are implemented.
- Works with the Council Office Coordinator to provide administrative direction and support to the Council's Office. Coordinates all necessary functions of the Council's office.
- Coordinates and ensures proper filing of documents with Clerk/Auditor and other departments.
- Works with staff members assigned to Boards, Commissions, and Committees. Ensures board chairs are notified of trainings, sets up trainings and manages board appointment process.
- Coordinates necessary duties regarding special service districts and mineral lease allocations.
- Serves as public information officer for the County; communicates information on County affairs, programs and plans to the Council, the general public, and the news media. Oversees the updating of the County's website as it relates to the Council's business.
- Acts as a liaison for information and communication between Elected Offices, County Departments, and municipalities.
- Coordinates with the Clerk/Auditor on the preparation of County budgets with primary emphasis on assisting Department Heads with budget preparation; coordinates financial management activities between the Council and other County-funded programs. Makes recommendations regarding the funding of programs and levels of service.
- Negotiates leases and contracts.
- Aids and coordinates grant writing, including Community Impact Board applications.
- Coordinates with the Clerk/Auditor in the administration of contracts and grants.
- Coordinates capital project management.
- Other duties as established or assigned by the County Council or as contained in County ordinance and policy.

Knowledge, Skills & Abilities

Knowledge of:

- Management of local governmental organizations.
- Fund accounting and budgeting.
- Local, state and federal law.
- State and federal agencies and their processes.
- Planning and zoning, building, and other basic local governmental services.
- Grant writing and administration.
- Personnel management.

Skills in:

- Listening to give full attention to what others are saying.
- Dispute resolution.
- Evaluating complex problems.
- Report writing.
- Computer competency required including Microsoft Word, Excel, Outlook and Internet.

Ability to:

- Learn County codes and County policies.
- Supervise and manage employees in close and distant proximities.
- Communicate with subordinates, the public, and other governmental officials.
- Use initiative and independent judgment within established guidelines and procedures.
- Use tact and finesse when communicating verbally or in writing with co-workers.
- Organize own work, establish priorities and meet critical time deadlines.
- Perform personnel evaluations and give feedback to subordinates.
- Coordinate effective interdepartmental cooperation among elected offices and departments.

Physical Demands

- Typically sit at a desk or table, occasionally walk, stand or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.
- Work for sustained periods of time maintaining concentrated attention to detail.

Working Conditions

- Potentially stressful, busy and fast-paced.
- Extensive public contact.
- Work is performed in an office, conference room, or other environmentally controlled room.
- Requires varied hours due to evening meetings.
- Requires occasional travel outside of the Moab/Grand County area.

Education & Experience

- Must have a Bachelor's degree (Master's degree preferred) in Business or Public Administration or related field.
- A minimum of 3 years of experience in management and administration in local government working with Councils/commissions including direct supervision of professional staff.

Special Requirements

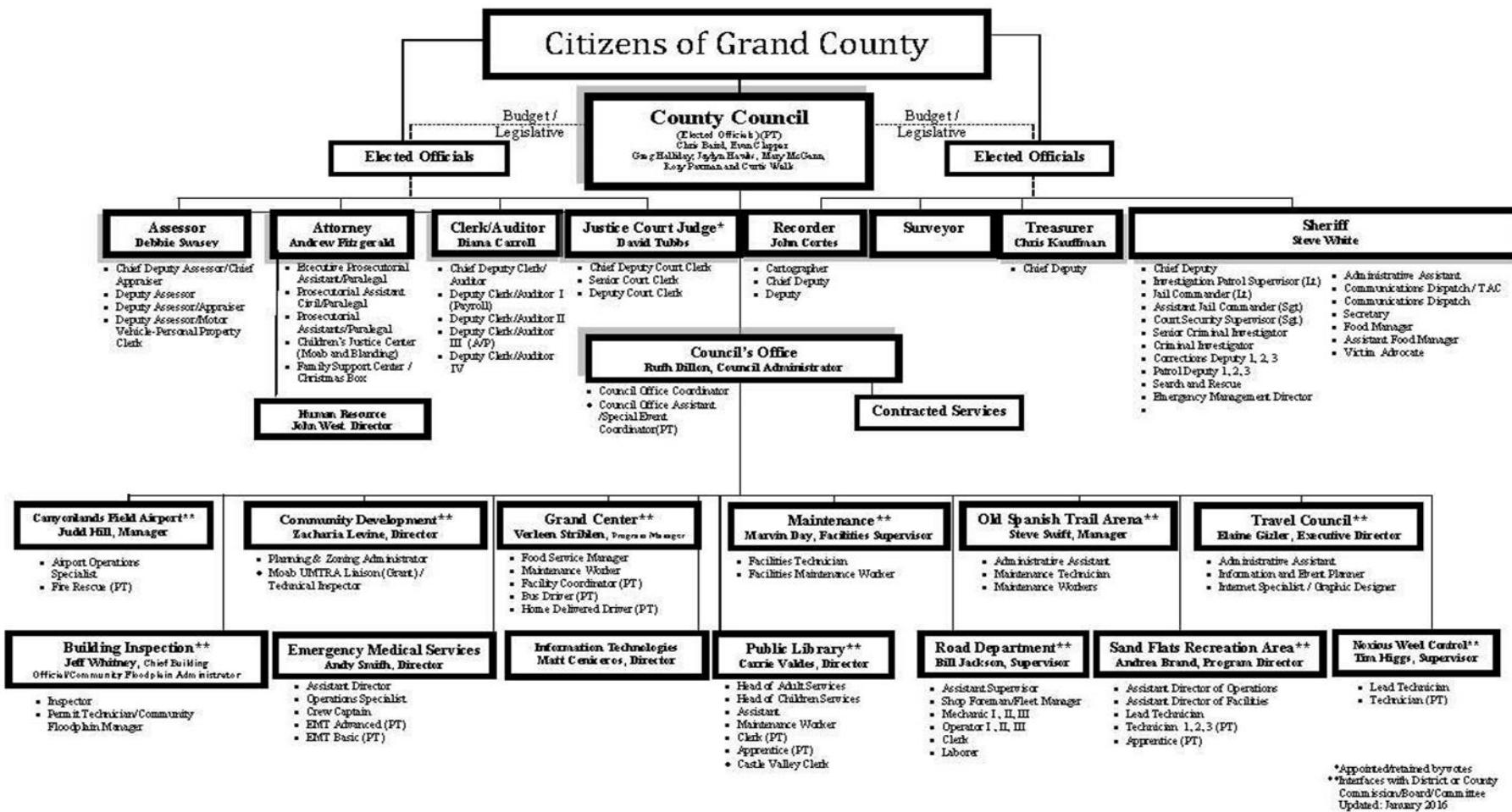
- A twelve-month probationary period is a prerequisite to this position.
- Must possess a valid driver license.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass and maintain criminal history and background check requirements.
- Regularly attends meetings in the evenings.
- Some overnight travel may be required

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of

personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

ATTACHMENT V
County Organizational Chart

Detailed 2016 Grand County Organizational Chart



ATTACHMENT VI

List of Boards, Commissions and Committees

Grand County Boards, Commissions and Committees

Airport Board
Board of Adjustment Boundary
Commission Council on Aging
Historical Preservation Commission
Dewey Bridge Restoration Committee (of Historical Preservation Commission)
Library Board
Moab Tailings Project Steering Committee Old
Spanish Trail Arena Advisory Committee
Planning Commission
Sand Flats Stewardship Committee Star
Hall Advisory Committee
Trail Mix Committee
Travel Council Advisory Board, Moab Area
Weed Control Board, Noxious

Special Service and Local District Boards of Grand County

Arches Special Service District

Canyonlands Health Care Special Service District Grand
County Cemetery Maintenance District
Grand County Recreation Special Service District No. 1
Grand County Transportation Special Service District Grand
Water & Sewer Service Agency Board of Directors Grand
County Special Service Water District
Grand County Water Conservancy District Board
Spanish Valley Water & Sewer Improvement District (Elected) Moab
Mosquito Abatement District Board of Trustees
Grand County Solid Waste Management Special Service District No. 1 Thompson
Special Service (Water) District
Thompson Springs Special Service Fire District

Grand County Partnerships

Four Corners Community Behavioral Health Board (Mental Health Board)
Housing Authority of Southeastern Utah Board of Commissioners
Public Health Board (Southeastern Utah District Health Department-SEUDHD)

ATTACHMENT VII
Resolutions Amending this Document

RESOLUTION NO. 2894

**A RESOLUTION OF THE GRAND COUNTY COUNCIL
AMENDING RESOLUTION NO. 2839 WHICH
ADOPTED AMENDMENTS TO THE "POLICIES AND PROCEDURES OF
THE GOVERNING BODY"**

WHEREAS, through the adoption of Resolution No. 2839 on July 15, 2008, the Grand County Council established policies and procedures for the government of the County Council as authorized by Utah Code §17-53-207; and

WHEREAS, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires additional amendment of the policies and procedures; and

WHEREAS, in consideration of the number of proposed amendments, the County Council finds that in the interest of legislative economy, and in order to avoid confusion and error in the amendment process, the numerous amendments should be proposed and adopted as a whole, rather than as several individual amendments.

NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:

The "Policies and Procedures of the Governing Body" is hereby amended as presented in Exhibit A. Exhibit B, the redlined document of Exhibit A, is to be retained as an historical record to clearly indicate such approved amendments between the most recent adopted version and the current adopted version in the form of additions (underlined text) and deletions (~~strike-throughs~~).

APPROVED this 2nd day of June, 2009, by the following vote:

AYE : Greenberg, Graham, Ballantyne, Conrad, Baird, Holyoak

NAY Ciarus

ABSENT _____

ATTEST:

Diana Carroll
Diana Carroll
Grand County Clerk


Robert Greenberg
Grand County Council Chair

RESOLUTION NO. 2839

**A RESOLUTION OF THE GRAND COUNTY COUNCIL
AMENDING RESOLUTION NO. 2815 WHICH ADOPTED
AMENDMENTS TO THE "PROCEDURES AND POLICIES OF THE
GOVERNING BODY"**

WHEREAS, through the adoption of Resolution No. 2815, the Grand County Council established policies and procedures for the government of the board as authorized by Utah Code §17-53-207; and

WHEREAS, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires amendment of the policies and procedures; and

WHEREAS, in consideration of the number of proposed amendments, the County Council finds that in the interest of legislative economy, and in order to avoid confusion and error in the amendment process, the numerous amendments should be proposed and adopted as a whole, rather than as several individual amendments.

NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:

The "Procedures and Policies of the Governing Body as amended by Resolution No. 2815" and as presented in Exhibit A are hereby amended. Exhibit B, the redlined document of Exhibit A, is to be retained as an historical record to clearly indicate such approved amendments in the form of additions (underlined text) and deletions (~~strike-throughs~~).

APPROVED this 15th day of July, 2008, by the following vote:

AYE Ciarus, Graham, Langianese, Greenberg, Lewis, Holyoak

NAY McNeely

ABSENT _____

ATTEST:

Diana Carroll

Diana Carroll
Grand County Clerk

Gene Ciarus

Gene Ciarus
Grand County Council Chairman

Motion Amending this Document

February 5, 2013

- Amending Proposed Policies and Procedures of the Governing Body, Section I-3, “Council Meeting Dates and Times” to Begin the County Council Meetings at 4:00PM for One Session Only Per Meeting and Section K-1, “Order of Business” to Revise the Order of the Agenda (Ruth Dillon, Council Administrator)

MOTION:

Motion by Council Member Jim Nyland to amend the Policies and Procedures of the Governing Body section I-3, “Council Meeting Dates and Times” to begin the County Council meetings at 4:00 p.m. for one session only per meeting and section K-1, “Order of Business” to revise the order of the agenda to put discussion items before action items, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Elizabeth Tubbs carried 6 – 0. Staff will begin noticing public hearings at 4:00 p.m.

NOTES



***POLICIES AND
PROCEDURES OF
THE GOVERNING BODY***

GRAND COUNTY, UTAH
125 E. Center St.
Moab, Utah
84532

Revised by Motion January-February 5, 2013

Resolution No. 2914
approved on December 15, 2009
Amendments proposed for adoption by resolution on December 20, 2016, pending legal review

GRAND COUNTY POLICIES AND PROCEDURES OF THE GOVERNING BODY

Table of Contents

Introduction

1

A. Definitions 1

1. Chair/[Presiding Officer](#)
2. County Council
- ~~3.~~ Governing Body
- ~~4.~~ [Majority Vo](#)
4. ~~t~~
- ~~e~~
5. Majority Vote of Governing Body
6. [Super Majority Vote](#)
7. [Council Member/Council Representative/Member](#)
8. Membership
9. Quorum
10. Vice-Chair
11. Chair Pro-Tem
12. Official County Council Business
- ~~11.12. Council Officers~~

B. Council Members 2

1. Appointment of the [Presiding Officers](#) ([Chair and Vice Chair](#))
2. [Use of Officers' Titles](#)

[3.2. County Council](#)

Meeting Attendance

[4.3. Participation in Local,](#)

State or Federal

[Committees 5.4. County](#)

Council Documents

[6.5. Council Communications](#)

[7.6. Email](#)

[Correspondence Electronic](#)

[Communication 8.7. Council E-mail and Communication Policy](#)

[9.8. Municipal Building](#)

[Authority and Board of Equalization](#)

[9. County Board/Commission/Committee and Local and Special Service District Board Representation](#)

[10. Council Member Involvement in Operational Issues](#)

Formatted: Indent: Left: 0.25", No bullets or numbering,
Tab stops: 2.28", Left + Not at 5.5"

Formatted: Font: Not Bold

C. Council Members' Participation on County Boards

and

Commissions Boards, Commissions, & Committees

and Local &

Special Service District

Boards 3

1. [Appointment Assignments](#) to County Boards, [and Commissions & Committees and Local & Special Service District Boards](#)
2. Council Members' Role
3. Boards/Commissions/[Committees/Agencies](#) Reporting to the Council
4. Council Member Participation

5. Special County Committees

6. S

pecial

Servi

ce

Distri

ct

Board

s Z.

Atten

dance

D. Duties of the Chair _____ 4

1. The Chair
2. Presides
3. Vice-Chair
4. Chair Pro-Tem
5. Study Committees
6. Control of Chambers
7. Points of Order
8. Roll Call Vote
9. Declare Votes
10. Sign Documents and Contracts and Agreements
11. Training on Open and Public Meetings Act
12. Voting Rights and Authority

E. The Council Administrator _____ 5

1. Direction Received
2. Prepares Agenda
3. Council Meeting
4. Attends Meetings
5. Study Committee
6. Matters Continued
7. Agreements, Permits, and ContractsSigning of Documents
8. Furnish Rules
9. Minute
9. s
10. Written Comments

F. The County Clerk _____ 6

1. Attends-Meetings
2. Notices
3. Minutes
4. Completeness of Documents Signed

G. The County Attorney _____ 6

1. Meeting Attendance
2. Legal Counsel
3. Grand County Attorney Records Classified as Protected, Privileged and Confidential

H. Study Committee _____ 8

1. Establishment of a Study Committee
2. Study Committee Representation

I. Council Meetings	8
1. Open <u>and Public</u> Meetings Act	
2. Approval of Annual Schedule of Meetings	
3. Council Meeting Dates and Times	
4. Special Meetings	
5. <u>Emergency Meetings</u>	
J. Workshops	8
1. Workshops	
2. Joint Workshops	
K. Agenda	9
1. Order of Business	
2. Procedure	
3. Posting Deadline	
4. Agenda <u>and Agenda Summary</u> Deadline	
5. Legal Review	
L. Consent Agenda	
M. Council Chambers	11
1. Described	
2. Auditorium	
3. Removal	
N. Voting	11
1. To Pass Acts	
2. Conflict of Interest	
3. Failure to Vote	
4. Tie Votes	
5. Leaving Seat	
6. Change of Vote	
7. Abstentions	
8. Questions Affecting Oneself	
O. Motions	12
1. Making and Withdrawing	
2. Division of Motion	
3. Motions Out of Order	
3.4. Rescind	
4. <u>Amending a Motion</u>	
4.5. <u>Reconsideration</u>	
of <u>Reconsidering</u> a Motion	
5.6. Postponing a Motion	
7. Tabling a Motion	
8. <u>Amending a Resolution or Ordinance</u>	
9. <u>Motion</u>	
6.9. Substituting a Motion	
7. <u>Amending a Resolution or Ordinance</u>	

8-10. Robert's Rules of Order

PQ. Reading and Passage of Ordinances _____ 13

1. Printed Copies Due
2. Required Readings
3. Available to the Public
4. Waiver
- 5.E
6. Effective Date

§-6. Amending an Ordinance

QP. Reading and Passage of Resolutions _____ 14

1. Printed Copies Due
2. Required Readings
3. Available to the Public
4. Waiver

4-5. Amending a Resolution

RQ. Decorum and Debate _____ 14

1. Being Recognized
2. First Person Recognized
3. Interruptions
4. Decorum
5. Debate with the Public
6. Limitation of Debate
7. Anonymous Communications
8. Leaving Chambers

SP. Participation by the Public _____ 15

1. Employee/Public Recognized
2. Citizens to Be Heard
3. No Interruptions
4. Three-Minute Rule
5. Procedure
6. Questions Written Requests
7. No Assignment of Time
8. Members of the Press
9. Orderly Conduct

TS. Public Hearings _____ 16

1. Posting of Public Hearing
2. Staff Presentation
3. Applicant Speaks
4. Questions
5. Opening Hearings
6. Closing Hearings

7.Written Comments

7-8.Late Comments

8.Anonymous Comments

9.—Decision

| **14. Personnel Action Appeal Hearing Protocol** 17

| **14. Amendment of Policies and Procedures** 18

- 1. Amending the Policies and Procedures
- 2. Resolution Required

Attachments

- I. UCA Section 17-53-207, Rules and
Regulations Governing Legislative Bodies
- II. County Form of Government Ordinance
- | III. [Council E-mail and Communication Policy Agenda Summary Form](#)
- IV. Council Administrator Job Description
- V. County Organizational Chart
- VI. List of Boards, Commissions and Committees
- VII. Resolutions Amending this Document

GRAND COUNTY POLICIES AND PROCEDURES OF THE GOVERNING BODY

INTRODUCTION

These rules are made pursuant to Section 17-53-207 of the Utah Code (Attachment I), and are consistent with the provisions of the Optional Plan for Grand County's form of Government (Attachment II). ~~Three~~ The certified copies copy of these ~~rules bylaws~~ and amendments thereto shall be filed with the County Clerk to be kept as a permanent public record. The current edition of Robert's Rules of Order that is provided by the Council Administrator will be referenced in cases not covered by State Code or these ~~rulesbylaws~~.

A. Definitions

1. **Chair/Presiding Officer:** Means the person elected or appointed as Chair of the County Council by its membership and presiding over the Governing Body.
2. **County Council:** Means the persons elected and sworn to the Council, who have not been removed from office for any reason, acting as a unit.
3. **Governing Body:** Means the current County Council acting as a unit.
4. **Majority Vote:** Means majority of those voting.

- 6.4 Majority Vote of Governing Body:** Means four (4) Council Members' affirmative votes.
5. **Super Majority Vote:** Means 2/3 of 7 ~~Council Members' or five (5) Council Members' affirmative votes, regardless of the number of Council Members in attendance.~~
 6. **Council Member/Council Representative/Member:** Means the ~~Chair and individual~~ Council Members acting individually.

Formatted: Indent: First line: 0.5"

Formatted: Space After: 6 pt

Formatted: Underline

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Underline

Formatted: List Paragraph, No bullets or numbering
7. Membership: Means the Governing Body.

7.8 Quorum: Means the minimum number of persons required to act as a Governing Body. A quorum requires four (4) Council

Members. ~~who must be present in person at the meeting location~~. Additional Members may attend by phone or other real-time means as long as the Electronic Meetings Resolution is enacted stating same.

8.9 Vice-Chair: Means a Council Member elected or appointed by the Governing Body to act as Chairperson/Presiding Officer with all the powers of the Chairperson as defined in these bylaws, in the absence or disability of the Chair.

10. Chair Pro-Tem: Means a Council Member selected by the Governing Body as Chairperson in the absence or disability of the Chair and Vice Chair. The Chair Pro-tem's authority ~~only exists~~ for the duration of that a specific meeting time period, typically a specific Council meeting.

9.11.
Official County Council Business: Means matters that have been formally acted upon or authorized by the Council or authorized in a lawful meeting

40.12. Council Officers: Means Council Chair and Vice Chair.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

B. Council Members

1. Appointment of the ~~Presiding~~ Officers (~~Chair and Vice Chair~~): The Council shall elect or appoint the Chair and the Vice Chair at its first meeting in January. The Council shall make its best effort to elect or appoint a different Council Member as Chair each year.

2. Use of Officers' Titles: Council officers shall not use their titles in any communication that is not official County Council business.

3.2. County Council Meeting Attendance: Council Members shall make their best effort to ~~are required to~~ attend all regularly and specially-scheduled and special Council Meetings, and meetings of the Boards/Commissions/Committees on which they are appointed to serve. See Appendix item II, County Form of Government Ordinance, Removal and Recall of Council Members—Vacancies. If an event arises that prohibits attendance of a Council Meeting, the Council Office must be notified.

4.3. Participation in Local, State or Federal Committees: Council Members are encouraged to participate in other local, state and federal committees and associations and seek appointment by the appropriate authority when necessary. disclose same to the County Council.

Formatted: No underline

5.4. County Council Documents ~~Letterhead Logo~~: The official Grand County letterhead, which includes the Grand County logo and names and titles of current officers/Council Members, shall be used only for official County Council business. See also “Council Communications.”

5. Council Communications: Council Members, including the ~~Chair~~Officers, shall not ~~imply that they are speaking~~ speak for the Council or for Grand County in written or verbal communication without specific prior approval from the Council at a lawful meeting unless the Council has previously taken an official position on the matter. ~~For example, phrases such as “I am just speaking for myself...”, “Speaking as an individual...”, “My position on this does not represent the Council or the County...” or “The Council has not voted on this...” may be used to clarify this issue. See also Section B. 10 Attachment III, “Council E-mail and Communication Policy”.~~ Council Members are encouraged to delineate their personal opinions from the official positions of the Council in the course of the discharge of their duties.

7. Email Electronic Correspondences Communication: Council Members shall ~~refrain from debating an issue with each other through email electronic correspondence~~. Voting or gaining approval electronically is ~~specifically prohibited~~. Any debate among Council Members through email electronic communications may be considered a public statement and may be included as a part of the public record. UCA §52-4-103(9). General updates, review of documents or informational emails ~~electronic communications~~ from Council Members and AdministratorMembers, ~~Administrator or others that will be discussed openly during a scheduled meeting are permitted. See also Section B. 10 Attachment III, “Council E-mail and Communication Policy.”~~

5.6. Electronic Communication: Council Members are encouraged to be mindful in their electronic communications that any electronic communications among two or more Council Members may be subject to GRAMA, the State's Government Records Access and Management Act. GRAMA gives “every person the right to inspect a public record” (UCA 63G-2-201(1)). It defines a public record as “public unless otherwise expressly provided by statute” (UCA 63G-2-201(2)). Exceptions are, according to UCA 63G-2-202, “a record that is private, controlled, or protected” under State Code. Furthermore, the State's Open and Public Meetings Act defines an electronic message as “a communication transmitted electronically including: electronic mail, instant messaging, electronic chat, text messaging, or any other method that conveys a message or facilitates communication electronically” (UCA 52-4-103(5)(a)). The Open Meetings Act specifically states that the Act does not preclude “members of a public body” from transmitting “an

electronic message to other members of the public body at a time when the public body is not convened in an open meeting” (UCA 52-4-210).

Formatted: Font: (Default) Times New Roman, 12 pt

6.7 Council E-mail and Communication Policy:

- a. Each Council Member will be given a unique email address, and all email addressed to an individual Council Member or the Council will be forwarded as received.
- b. In order to reduce duplicate emails, listserve emails from the organizations listed below will not be forwarded; instead Council staff shall check at least annually to insure that all Council members are on the direct distribution lists for:

1. UAC (Utah Association of Counties)

2. NACo

(National
Association of
Counties) 4.3.

CCP (Canyon

Country

Partnership)

2.4. Any other organization requested by a Council Member

Formatted: Indent: Left: 0.5"

Formatted: Font: (Default) Times New Roman, 12 pt

1. Anonymous communications determined by the Council Administrator to be malicious shall not be introduced to the Governing Body; instead the Council Administrator shall forward same to the County Clerk. Anonymous communications determined by the Council Administrator to not be malicious shall be placed in a file folder in the Council’s Office for Council Member review, and all Council members will be notified of same via email upon such determination.

Commented [r1]: Discuss with Council

7.c. Surface mail addressed to a specific Council member is to be placed in that Councilperson’s box when received. Mail addressed to former Council Members will be distributed to their successors.

Formatted: List Paragraph, Indent: Left: 0.5", Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

8. Municipal Building Authority and Board of Equalization: Council Members shall serve as the Municipal Building Authority as required for capital projects and shall serve as the local Board of Equalization as required for property tax assessment matters.

Formatted: List Paragraph, Left, Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

9. County Board/Commission/Committee and Local and Special Service District Board Representation: All County Boards, and Commissions, and Committees and Local and Special Service District Boards shall may include one Council Member representative either as a voting or ex-officio member according to the Board/Commission’s enabling ordinance unless otherwise prohibited by law. County Committees shall include a Council Member representative, if required, according to the Committee’s enabling resolution.

Formatted: Underline

Formatted: Left, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

- 10. Council Member Involvement in Operational Issues:**
County Council's role is that of governance as opposed to day to day operation involvement. See Appendix item II, County Form of Government Ordinance, Role of the Council; predominantly legislative, and extensive involvement in day-to-day operations is discouraged.

C. Council Members' Participation on County Boards and Commissions Boards, Commissions & Committees and

Local & Special Service District Boards

Formatted: Indent: Left: 0.25", First line: 0", Tab stops: 1.03", Left

Formatted: Tab stops: 4.74", Left + Not at 0.5"

1. **Appointment** Assignments to County Boards and Commissions Boards, Commissions & Committees and Local & Special Service District Boards: In January of each year the Council shall review each Council Representative position to County Boards and Commissions Boards, Commissions and Committees, and Local and Special Service District Boards, and other agencies. Council Members shall indicate which assignments they would prefer. For assignments selected by more than one Council Member, the Council shall vote on who receives the assignment. In the event that no Member volunteers for an assignment, the Chair shall assign a Member.
2. **Council Members' Role:** Council Members appointed assigned to serve on County Boards, and Commissions and Committees, and Local and Special Service District or other agency Boards shall serve as the liaison to the County Council, whether a voting member per enabling documents or not. Council Members shall represent the County Council but cannot commit the County without the approval of the majority of the Council.
3. **Boards/Commissions/Committees/Agencies Reporting to the Council:** Council Representatives to Boards/Commissions/Committees and agencies shall regularly report to the Council during the General Council Report section of the Agenda on a quarterly basis and or as necessary action is required. Council Members shall request that the Chair place on the agenda as separate items any reports of assignments or meetings that require more detailed discussion or consideration.,
4. **Council Member Participation:** Council Members who are not appointed assigned representatives are encouraged to attend any Board, or Commission, or Committee meeting for informational purposes and should shall notify the Council Representative of their interest to attend. Council Members not appointed assigned as Council Representatives attending these meetings shall participate as members of the public unless requested to attend by the Council Representative in their stead. When attending in place of the designated Council Representative, the Council

~~Member shall have a vote, in cases of voting positions.~~

-
- | |
|------------------------------------|
| Formatted: Not Highlight |
| Formatted: Not Highlight |
| Formatted: No bullets or numbering |
5. ~~Special County Committees: County Committees other than Boards and Commissions shall may be established through Resolution by the Council and shall may include an appointed assigned Council Representative and interested community members/stakeholders as voting members.~~ Such committees are less formal than Boards and Commissions and are generally established to support special long-term projects and facility utilization. Such committees shall act as an advisory body to Council and shall not have the authority to make Council decisions or to expend County funds ~~without the approval of the majority of the Council at a regularly scheduled meeting unless specifically and legally authorized to do so by resolution.~~ Council Members are encouraged to participate on ~~these County~~ committees.

Formatted: Not Highlight

Formatted: Not Highlight

6. Special Service District Boards: In accordance with (UCA §~~17B~~17D, Chapter 1) the County Council may establish Special -Service District (“District”) Boards. These Boards are independent of the County save that the County Council shall, pursuant to UCA Section 17D-1-303, make all appointments to such Administrative Control Boards ~~except for elected District Boards elected by the public and where otherwise established in the organization’s bylaws or enabling documents.~~ Each District Board shall include one Council Member representative as appointed or assigned appointed by the Council to serve the term established by the District bylaws. All business conducted by the District Board shall be independent of the County with the exception of the involvement of the Council Representative. ~~Annual~~ Joint meetings of the Council Membership and the District Boards are encouraged for the purpose of establishing common goals and objectives.

Formatted: List Paragraph, No bullets or numbering

- ~~5.7. Attendance: Council Members are required to attend all regularly scheduled and special Board, Commission, and Committee meetings to which they are assigned. If regular attendance at an assigned Board, Commission, or Committee meeting is not possible, the Council Member will make arrangements for a replacement appointment for that assignment.~~

D. Duties of the Chair

1. The Chair: The Chair (and each of the Vice-Chair and Chair Pro-Tem acting as Chair) shall have no veto power and no other special substantive authority. The Chair is responsible for developing setting the Council Agenda, facilitating the Council

Meetings, and signing ~~of~~the Council-approved documents. The Chair does not represent the Council as a whole Governing bBody unless directed by the majority of the Council Members during a lawful meeting and is subject to all of the provisions of Section B of this documentthese bylaws.

Additionally, ~~E~~the Chair provides guidance to the

Council Administrator; while the Council as a unit provides specific direction. See also Section E, “The Council Administrator.”

2. Presides: The Chair shall be the Presiding Officer at all meetings and hearings of the Governing Body.
3. Vice-Chair: In the event of absence or disability of the Chair, the Vice-Chair shall preside. Upon the Chair’s request, the Vice-Chair shall assist with the discharge of any of the Chair’s duties.
4. Chair Pro-Tem: In the absence of the Chair and Vice-Chair, the ~~members~~ Members shall appoint a Chair Pro-Tem.
5. Study Committees: The Chair may, at his/her discretion, oversee the membership and proper functioning of the Council Study Committees, whether or not -a designated committee member. See also Section E, “The Council Administrator.”
6. Control of Chambers: The Chair shall have control of the Council Chambers.
7. Points of Order: The Chair shall preserve order, and decide all points of order and procedure, subject to appeal of membership. The Chair may vote on all matters but may not make motions.

6.8. Roll Call Vote: All matters involving expenditure of funds require a roll call vote.

9. Declare Votes: Motions may be determined by voice vote, or show of hands or at the request of any member by roll call. The Chair shall declare all votes. If any ~~M~~member requests it, a roll call shall be ordered.
10. Sign Documents and Contracts and Agreements: The Chair shall sign resolutions, ordinances, and all other documents issued by the Governing Body. The Chair shall sign all contracts and agreements approved by the County Council on behalf of the Council, including “all associated documents” included in motions. The Chair may delegate such signatory authority to the Vice-Chair as per Section D.1. 3. (above), or when appropriate, the Chair Pro-Tem. The Chair shall consult with the Council Administrator and the County

Attorney for review of above said documents as deemed appropriate. If, due to time constraints, a document must be signed prior to a Council meeting, the Chair may use discretion to sign the document for potential ratification by the Council at the next Council meeting; discretion must include consideration that political or potentially contentious matters require Council vote prior to signature.

11.~~11.~~

Training on Open and Public Meetings Act: The -
Chair shall ensure that all Members are provided
with the opportunity for annual trainings of the Open
and Meetings Act. UCA §52-4-104

12. Voting Rights
and Authority: The Chair, Vice-Chair and Chair
Pro-Tem
shall have the same rights to debate and vote in
the Council as any other Council Member. The
Chair shall not make or second motions, amend,
or substitute motions.

E. The Council Administrator

1. Direction Received: In general, the Council Administrator acts under the direction of policies adopted by the Governing Body and in accordance with the provisions of the Council Administrator's current Job Description (Attachment IV). Specific direction and guidance is received from the ChairCouncil as a unit. Day to day guidance, if needed, is received from the Chair with regard for the Council's wishes.
2. Prepares Agenda: The Council Administrator shall develop and prepare copies of the Council Agenda as approved by the Chair. and The Council Office delivers same the agenda and packet to the Members, County Attorney, County Clerk, and County Library and ensures posting in the Courthouse or meeting location and on the County website and the State Public Meeting Notice website.
3. Council Meeting: The Council Administrator shall prepare for each Council Meeting or Workshop a packet, together with such other supporting memoranda and communications materials as the Chair or membershipMembership direct or require except that materials that are (i) are copyrighted unless written permission by the copyright holder is provided; (ii) proprietary; (iii) confidential; (iv) related to a closed/executive session; (v) intended as a legal communication shall not be included in the general packet unless allowed by G.3. (below)these bylaws. Such excluded materials shall be provided under separate cover, marked "confidential."

4. Attends Meetings: The Council Administrator shall attend all meetings of the Governing Body unless excused by the Council or Chair and, in the absence of Department Heads who report to the Administrator, may speak on their behalf.
5. Study Committee: The Council Administrator shall may attend, if invited by the Chair or the Committee, and participate in Study Committee Meetings.
6. Matters Continued: Matters The Council Administrator ensure that action items on the agenda which are not acted upon postponed shall be continued upon the agenda of subsequent meetings until disposed of by the Council.
7. Agreements, Permits, and ContractsSigning of Documents: The Council Administrator shall sign agreements, permits, and contracts on behalf of the County Council when so directed by the Council and approved by the majority of its Membersdelegated by resolution approved by the Council. The Administrator will be responsible to provide the original signed documents to the County Clerk.
8. Furnish Rules: The Council Administrator shall furnish all Members with copies of Robert's Rules of Order, the link to County Land Use Code and General Plan, and the Policies and Procedures of the Governing Body. Bylaws of County Boards, Commissions, and Committees and Policies and Procedures of County Departments, shallDepartments shall be available upon request.
9. Minutes: Minutes shall be posted on the County website once approved.
940. Written Comments: Any written comments from the public regarding Council action or public hearings shall be compiled by the Council Administrator's Office and forwarded to the Clerk/Auditor's Office once the hearing is closed and action taken by the Council.

F. The County Clerk

1. Attends Meetings: The Clerk or deputy shall attend meetings of the Governing Body and shall -attest all instruments signed by the Chair, particularly resolutions and ordinances.
2. Notices: In collaboration with the Council Administrator shall ensure that all required notices are sent out posted and or published as required by the Open and Public Meetings Act and that all notices include the date, time and name or initials of the person posting the notice.
3. Minutes: The Clerk or deputy Sshall prepare and maintain minutes and recordings of the proceedings, including closed sessions, as appropriate, and such journals and records as required. Minutes shall be prepared consistent with UCA 52-4-203 and shall

Formatted: Indent:

conform to all state requirements. Minutes shall be posted on the County website - once approved.

4. Completeness of Documents Signed: Ensures that
~~The text of all ordinances, resolutions and other documents shall be complete and shall not lack any information before vote thereon.~~

G. The County Attorney

1. Meeting Attendance: When requested by the Council or Council Administrator, the County Attorney or ~~a~~ designated representative ~~shall provide best efforts to~~ attend regular, ~~or special~~, and emergency meetings of the Governing Body.
2. Legal Counsel: ~~Shall provide~~ legal counsel as to all matters including lawful procedure to the County Council.
3. Grand County Attorney Records Classified as Protected, Privileged and Confidential: Generally, all documents and records created by the government are public documents, and subject to open disclosure to the public under the Government Records Access and Management Act (“GRAMA”), found in UCA 63G-1-101 et. seq. However, GRAMA allows an exception for records ~~and/or~~ communications between a governmental entity and an attorney. In adopting GRAMA, the Utah Legislature has classified those records as “Protected” and “Privileged,” not subject to public disclosure. Those documents, communications and records that qualify for exemption from GRAMA and public disclosure may be summarized in the following categories, including, but not limited to, records that are:
 - related to pending law enforcement proceedings where disclosure would be harmful, UCA 63G2-305(9),
 - created solely in anticipation of litigation, UCA 63G-2-305(16),
 - attorney work ~~product~~, product, mental impressions, and legal theories concerning litigation, UCA 63G-2-305(17),
 - communications between a County attorney, or an attorney retained by the County, and County officials or employees, UCA 63G-2-305(18). This category could include letters, emails, phone messages, memoranda, text messages, photos, videos, notes, ~~etc~~; and also may include other documents or records (such as, ~~statistics~~ as statistics, diagrams, data compilations), that are provided by a government official or employee to the County Attorney—even though those documents may not appear to contain protected, privileged or confidential information.
 - Settlement negotiations, UCA 63G-2-305(33).

It shall be a rebuttable presumption that all records that could possibly fall into one of the categories above (records either sent to, or received from, the County Attorney’s office), shall be treated as “Protected” and

“Privileged” under GRAMA. Such documents shall not be disclosed without prior review and approval from the County

Attorney's office. If there is any reasonable doubt as to whether or not a record is "Protected" or "Privileged," then, prior to disclosure, that record shall be submitted to the County Attorney's office for legal review.

Pursuant to UCA 63G-2-306, there is no requirement for the County or the County Attorney to mark all County Attorney records with a "Protected" stamp in order for those communications to be considered protected under the statute because, as cited above, those communications by their nature are already classified as "Protected" under State law.

Under UCA 63G-2-801, any "public employee or other person who has lawful access to any private, controlled, or protected record under this chapter, and who intentionally discloses, provides a copy of, or improperly uses a private, controlled, or protected record knowing that the disclosure or use is prohibited under this chapter, is guilty of a class B misdemeanor."

H. Study Committee

1. Establishment of a Study Committee: ~~From time to time, t~~The Council may choose to appoint a committee of its Members for the purpose of researching, reviewing and recommending to the Governing Body action on particular issues, problems, and areas of interest. Committees ~~are not~~ executive bodies, and the Committee Chair has no executive authority. The Governing Body ~~may~~ however, ~~from time to time,~~ authorize the committees to undertake specific tasks ~~and make specific agreements. While o~~Other Council Members are not obligated to vote according to committee recommendations.~~, the work of the committees shall be respected.~~
2. Study Committee Representation: Committees shall not consist of more than three (3) Members.

I. Council Meetings

1. Open and Public Meetings Act: All Council Meetings shall be in compliance with the Open and Public Meetings Act, UCA Title 52 Chapter 4. All Council Meetings will be open to the public. Any closed ~~executive~~ sessions shall be in accordance with UCA 52-4-204.
2. Approval of Annual Schedule of Meetings: The Council shall approve its annual meeting schedule during the December scheduled meeting and publish the approved schedule in accordance with UCA 52-4-202.
3. Council Meeting Dates and Times: The Council shall hold regular meetings the first and third Tuesday of each month. In those months when the holidays or elections fall on the first or third Tuesday, the meeting shall be held the following

day. To the extent practicable and if so required as determined by the

Chair, County Council Meetings will begin at 4:00PM for one session per meeting. Public hearings to adopt or change a budget or to consider matters related to taxes or fees shall begin at 6:00PM or later.

Formatted: Indent: Left: 0.25", Tab stops: Not at 5.22"

- 4.4. **Special Meetings:** The Chair, or _____ upon request by any Council Member _____ shall call special meetings, or emergency meetings in accordance with the UCA Open and Public Meetings Act as becomes necessary.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.29" + Tab after: 0.54" + Indent at: 0.54"

Formatted: Indent: Left: 0.54", First line: 0"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.29" + Tab after: 0.54" + Indent at: 0.54"

Formatted: No underline

Formatted: Bulleted + Level: 1 + Aligned at: 0.79" + Indent at: 1.04"

5. Emergency Meetings: The Council may call an emergency meeting to discuss an urgent matter due to unforeseen circumstances. When an emergency meeting is deemed necessary, the following is required:

- ❑ Give the best notice practicable of the _____ time, location and topics to be considered.
- ❑ Attempt to contact all Council Members.
- ❑ A majority of the Council Members must approve the meeting (UCA 52- 4-02(5))

Formatted: Normal, Indent: Left: 0", First line: 0"

J. Workshops

1. Workshops: Workshops are Special Meetings and may be required from time to time and scheduled as needed, and to the extent possible, attended by all Council Members. The purpose of these meetings shall be to discuss and consider items pending on the Council Agenda or other items that require the attention of the Council such as Administrative or Budget Workshops, so as to receive in-depth updates and information prior to a future, formal vote. The Council may provide direction to the staff concerning those same issues. Unless it is so noted on the agenda, action will not be taken at workshops.
2. Joint Workshops: The Council may from time to time or on a regular schedule conduct joint workshops with other local government bodies and staff as deemed necessary for the purpose of working together on administrative and informational updates on issues that have impacts on the entities. There shall be no formal action taken during these workshops.

K. Agenda

1. Order of Business: The Council Administrator shall prepare, and the Chair shall approve, a written agenda for each meeting including, as necessary, the agenda for the Municipal Building Authority. In general, each regular meeting shall consist of an afternoon administrative session, and an evening

public business session.

The Municipal Building Authority and Council session matters shall be considered, as far as practicable, in the following order:

Municipal Building Authority

- Call to Order
- Pledge of Allegiance**
- Approval of Minutes
- Ratification of Payment of Bills
- Action Items**
- Discussion Items**
- General Business – Action Items
- Discussion Items**
- Public Hearings – Possible Action Items
- Closed Session(s) if necessary**
- Adjourn

Council **Afternoon Session** Meeting

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Ratification of Payment of Bills
- Elected Officials Reports – for any elected official other than Council Members
- Council Administrator Report
- Department Head Reports
- Agency Reports
- Citizens to Be Heard
- Presentations
- General Business- Action Items
- Consent Agenda – Action Items**
- Discussion Items
Discussion of Calendar Items and Public Notices
- General Business – Action Items**
- Consent Agenda- Action Items
- Public Hearings- Possible Action Items
- General Council Reports **and Future Considerations**
- Future Considerations**
 - Closed Session(s) if necessary
- Adjourn

2. **Procedure:** All reports, communications, ordinances, resolutions, contracts, documents or other matters to be submitted to the Council at a public meeting shall be delivered to the Council Administrator **6 days in advance of the meeting unless otherwise authorized.** The Administrator shall prepare the agenda for review **by the Chair.**

(a) The Chair shall review the agenda and **background information supporting** material prior to the posting deadline **and as close to the agenda deadline as**

possible. The Chair may delete or add items to the agenda at their-his or her discretion, except those items specially specifically requested by a Council Member. The Chair shall maintain a rotating schedule for Council Member reports on Board, Committee and special assignments such that a report on each assignment is received at least quarterly.

(b) Following the agenda review, the agenda with the additions, deletions or other corrections, shall be returned to the Council Administrator who shall prepare the agenda in its final draft form for review by the Council Members.

(c) The Council Members will have 24 hours or less to request changes to the draft agenda.

(de) The Council Administrator shall make a copy of the meeting packet available to the press if desired requested prior to each meeting and at the Grand County Library and County Council's Office prior to each meeting, removing any materials that are (i) copyrighted unless written permission by the copyright holder is provided; (ii) proprietary; (iii) confidential; (iv) related to a closed/executive session; and/or (v) intended as a legal opinion. The Administrator shall make available prior to the meeting an identical online copy, with materials removed as described in (i) through (v) above, at the County's website.

(ed) The agenda shall be made public in advance of the meeting both by posting on the regular public bulletin board at the County Courthouse and the Public Meeting Notice website and by notification dissemination to the public news paper of record media. Such action shall be taken concurrently with the furnishing of the agenda to individual Members of the County Council. aAnd to individuals on the agenda notice email and fax lists.

(fe) Copies of the agenda shall be made available to the public at the meeting.

3. Posting Deadline: Agendas shall be posted, as far as practicable, forty-eight (48) hours in advance of any regular meeting, but in no event less than twenty-four (24) hours in advance of a regular meeting or special meeting. (UCA 52-4-202).

4. Agenda and Agenda Summary Deadline: Requests for inclusion on an agenda and supporting documentation must be received by 5 PM on the Wednesday prior to a Regular [“]Council Meeting and forty-eight (48) hours prior to any Special Council Meeting. The Council Administrator staff may extend this deadline when staff time permits. so long as the final agenda is set by the Chair.
5. Legal Review: Agenda items requiring legal review must be submitted to the County Attorney at least fourteen (14) days in advance of the scheduled meeting except in unusual circumstances in which

time is of the essence. Items requiring legal review
~~would~~ include new ordinances,
resolutions, memoranda of

understanding, contracts, agreements, and any other documents including proposed correspondence which involve a legal obligation or commitment on behalf of the County. Unsubstantial amendments or contract renewals do not require legal review.

L. Consent Agenda

The purpose of the Consent Agenda is to quickly process/dispose of many noncontroversial matters by being adopted all at once. Any item may be removed from the Consent agenda for the Council consideration during the meeting.

Formatted: Font: Bold

Formatted: Font: Bold, No underline

M. Council Chambers

1. Described: The Council Chambers consists of the auditorium and the raised dais.
2. Auditorium: The auditorium shall be open to the public for all public meetings with the exception of closed~~executive~~ sessions.
3. Removal: Law enforcement may remove from the Chambers any persons –causing disturbances or otherwise violating the law.

N. Voting

1. To Pass Acts: Four (4) affirmative votes of the Membership shall be necessary to pass any resolution, ordinance or act (motion) of the Governing Body, regardless of the number of Council Members in attendance.
2. Conflict of Interest: Member(s) shall not vote where there is a conflict of interest as defined by Ordinance No. 462, An Ordinance Establishing Policies and Procedures for Conflicts of Interest of Grand County Officers and Utah State Code § 67-16-9 and shall declare such conflict and recuse themselves. The Member(s) shall not debate the agenda matter from which s/he is recusing her/himself matter, and the Chair shall excuse them from the dais. They may remain in the auditorium and participate as a member of the public.
3. Failure to Vote: A failure to vote by a Council Member shall be considered a non-vote or an abstained vote.
4. Tie Votes: A tie results in the defeat of a proposed action because it failed to gain the four (4) required votes.
5. Leaving Seat: When a call for the vote is commenced, no Member shall leave until the vote is disclosed.
6. Change of Vote: A Member may change their vote after the call for the vote has been completed and before announcement of the result, but not thereafter.

7. **Abstentions:** Although it is the duty of every Member who has an opinion on a question to express it by their vote, they can abstain, since they cannot be compelled to vote. (An abstention shall be considered a non-vote.)

7.9. Questions Affecting Oneself: Members are permitted to vote for themselves for an office or other position to which Members are generally eligible, including when other Members are included with them in the motion.

O. Motions

1. **Making and Withdrawing:** When a motion is made, the Chair shall ~~restate the motion and~~ call for a second. The Chair shall restate the motion upon request by any Member. If the motion receives a second, the Chair ~~shall has discretion to~~ restate the motion ~~before after~~ debate and before vote commences. If there is no second to the motion the motion shall die without further debate due to the lack of a second. A motion may not be withdrawn by the person making the motion without the consent of the Member seconding it#majority of the Council once it ~~has been stated by the Chair seconded~~. The Chair may request that the motion is submitted in written form prior to the motion being stated by the Chair.
2. **Division of Motion:** If the motion contains two (2) or more divisible propositions, the Presiding Officer may, and upon request of a Member shall, divide the same.
3. **Motions Out of Order:** The Presiding Officer may not at any time permit a member to introduce an ordinance, resolution, or motion out of the regular order as set forth in the agenda unless it is approved to do so by ~~two thirds (2/3)~~ ~~majority~~majority vote.
4. **3.4. Rescinding a Motion:** A member may make a motion to rescind an entire main **motion, resolution, order, or rule that has been adopted at some previous meeting.** The effect of Rescind is to strike out.
5. **4.5. Reconsideration of Reconsidering a Motion:** A motion may be reconsidered at any time ~~only during the same meeting~~ if the motion to reconsider is introduced by a Member who had voted ~~on with~~ the prevailing side. Only after the motion to reconsider has been approved by the majority can the main motion be considered.

5.6. Postponing a Motion: Any item on the agenda may be postponed until the next meeting or a specific future date. A motion to postpone shall give best efforts to include the future time of consideration and reason for postponement. A motion to postpone indefinitely means the item of discussion is postponed for an unspecified period of time.

6.7. Tabling a Motion: Any item on the agenda may be tabled until later in the meeting, Afternoon or Evening Session only. A motion to table temporarily suspends further consideration or action on an agenda item until later in the meeting. A motion to bring back to the table shall be made to resume discussion on the item tabled. An item to be considered at a future meeting shall be postponed.

Formatted: Body Text Indent 3, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Underline

- 3.8. Amending a Motion:** Any main motion may be offered for amendment by a Member after the main motion has been seconded and is under debate.

7.9. Substituting a Motion: Similar to amending the wording of a motion, a motion

amend by substituting for the pending motion the following” Upon receiving a second on the motion to substitute, the Chair asks the full body, “Are you ready for the question on the motion to substitute?” If the motion to substitute fails, the Chair returns to the question of the pending motion. If the motion to amend by substituting passes, the question is now on the motion proposed for substitution. The Chair will read the pending motion first, then the motion proposed as a substitute. The question is: “Shall the motion last read be substituted for the pending motion?”

8. Amending a Resolution or Ordinance: Amendments of resolutions and ordinances shall be approved by a majority vote of the Council and are subject to all of the provisions of this document's Sections O for ordinances and P for resolutions.

Formatted: Indent: Left: 0.5", No bullets or numbering

10. Robert's Rules of Order: Any specific questions regarding motions that are not addressed in this documentsection shall be determined by the edition of Robert's Rules of Order provided to the Council by the Council Administrator.

Formatted: Normal, Indent: Left: 0.5"

P. Reading and Passage of Ordinances

All proposed ordinances to enact regulations of a general and permanent nature, enforceable as local law, shall require public hearings as described in Section ST of these Policies and Procedures, and shall be subject to the following requirements for passage:

1. Printed Copies Due: In order to be considered, typed or printed or electronic copies of the proposed ordinance shall be in the possession of the Governing Body forty-eight (48) hours prior to the meeting.
2. Required Readings: Any Member may request a full reading; otherwise an ordinance shall be read by number and title only. An ordinance may be passed and adopted at any time after the reading.

3. Available to the Public: Copies of proposed ordinances shall be available to the public, when feasible, at the County Council offices and the Library not less than forty-eight (48) hours before the Governing Body convenes to act upon the

Formatted: Indent: Left: 0", First line: 0.25"

ordinance. Should copies be not so available, said ordinance shall be ordered read in full before the vote thereon, upon request by any member of the public at the meeting.

3.4. Waiver: The requirement relating to reading and passing of ordinances are is considered waived by the Membership voting upon them without an objection being raised.

4.5. Effective Date: No ordinance passed by the Council shall take effect within less than fifteen (15) days of its publication in accordance with UCA 17-53-208 unless authorized otherwise by state code, such as for emergencies.

6. Amending an Ordinance: Amendments of ordinances shall be approved by a majority vote of the Council and

Formatted: Tab stops: 1.65", Left

are subject to all of the provisions of this section.

Q. Reading and Passage of Resolutions

All proposed resolutions are to express the opinion of the Membership on a matter of temporary or advisory nature or to handle administrative business and shall be subject to the following requirements for passage:

1. Printed Copies Due: In order to be considered, typed or printed or electronic copies of the proposed resolution shall be in the possession of the Governing Body forty-eight (48) hours prior to the meeting.
2. Required Readings: Any Member may request a full reading; otherwise said resolution shall be read by number and title only. A resolution may be passed and adopted at any time after the reading.
3. Available to the Public: Copies of proposed resolutions shall be available to the public, when feasible, at the County Council offices and the Library not less than forty-eight (48) hours before the hour the Governing Body convenes to act upon the resolution. Should copies be not so available, said resolution shall be ordered read in full before the vote thereon, upon request by any member of the public at the meeting.

4.5. Amending a Resolution: Amendments of resolutions shall be approved by a majority vote of the members of the Council

Formatted: English (United States)

Decorum and Debate

Being Recognized: When a Member desires to speak or make a motion, they shall address themselves to “Mr./Madam Chair”. Upon being recognized, they may address the Membership staff or members of the public.

4. First Person Recognized: When more than one Member addresses the Chair, the Chair shall name the person who is to speak, recognizing the person who first addressed the Chair.
5. Interruptions: No Member shall interrupt another, except when permitted by parliamentary procedure.
6. Decorum: No Member shall indulge in personalities, arraign motives of Members, or use language tending to hold a Member up to contempt.
7. Debate with the Public: No Council Member shall debate with the public or employees during meetings or workshops.
8. Limitation of Debate: In general, No Member of the Council or public shall be allowed to speak more than once upon any one subject until all Members have had an opportunity to speak. Council Members will generally be limited to two statements on any issue under consideration unless substitute motions are made.
9. Anonymous Communications: Anonymous communications determined by the Council Administrator to be malicious shall not be introduced to the Governing Body; instead the Council Administrator shall forward same to the County Clerk. Anonymous communications determined by the Council Administrator to not be malicious shall be placed in a file folder in the Council's Office for Council Member review, and all Council Mmembers will be notified of same via email upon such determination. See also Section B. 10 Attachment III, "Council E-mail and Communication Policy."

Formatted: Indent: Left: 0"

7. Electronic Devices: Use of electronic devices during

8.a Council meeting shall be limited to matters pertaining to the business of the meeting; such use is subject to the Open and Public Meetings Act (CodeUCA 52-4)

9. Leaving Chambers: No Member shall leave the Council Chambers during session without ~~requesting permission informing of~~ the Chair, except for short breaks.

SR. Participation by the Public

1. **Employee/Public Recognized:** No person in the auditorium shall speak unless recognized by the Chair, who may permit persons to speak on any agenda item. A card for the public is provided at the doorway of each meeting for this purpose for submitting to the Clerk/Auditor at the dais before that item on the agenda is discussed. Upon being recognized, they should be directed by the Chair to advance to the microphone near the dais and state their full name and address. The number of persons heard and the time allowed each may be limited at the discretion of the Chair. On matters set for Public Hearings the Chair may invoke a three-minute time limit per person to allow the maximum public participation.
 2. **Citizens to Be Heard:** During~~At~~the Citizens to Be Heard portion of the meeting, citizenpersons desiring to speak on an item not on the agenda shall address themselves to the Chair. Upon being recognized, they shall be directed to advance to the dais, state their full name, address, whom they represent, and state their subject matter. The number of persons heard and the time allowed each may be limited at the discretion of the Chair to three minutes.
 3. **No Interruptions:** No person shall interrupt legislative proceedings.
 4. **Three-Minute Rule:** No person of the public shall speak more than three (3) minutes except upon waiver by the Chair or on motion of the Membership.
 5. **Procedure:** Orderly procedure requires that each person member of the public shall proceed without interruption from the audience and shall retire when their time is up; that all arguments shall be addressed to the Governing Body, and that there be no questioning or argument between individuals.
- 7. Questions:** The Members of the Governing Body and staff members may ask questions and make appropriate comments; however, no Member should argue or debate an issue with the petitioner/member of the public.

8. **Written Requests:** Should a person desire to speak longer than three (3) minutes, they shall file a written petition with the Council's Office at least seven six (76) days prior to the meeting date, stating the subject matter and the amount of time desired. The Chair may place the matter upon an appropriate agenda and determine the time that shall be granted. This rule applies mainly to presentations, hearings and zoning matters.
9. **No Assignment of Time:** If there are several speakers on a matter, one person may not assign their time to another in an effort to increase the allowed speaking time. Individual citizens and Citizen groups may select a person to make their-a presentation in their behalf, but each individual's speaking time will be limited to 3 minutes, subject to the discretion of the Chair. Members of the Press: Members of the press shall not be recognized during meetings of the Governing Body. **Orderly Conduct:** Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Unauthorized remarks and similar demonstrations shall not be permitted by the Chair who may direct offenders from the Chambers.

10. TS. Public Hearings

1. **Posting of Public Hearing:** All public hearings shall be published in the local newspaper of record and posted in accordance with Utah State Code, Grand County Land Use Code 9.1.8-10 and local ordinances, as applicable.
2. **Staff Presentation:** The appropriate staff shall make a presentation to the County Council and the public on behalf of the public hearing matter

Applicant Speaks: Regarding Planning and Zoning issues, the applicant shall be invited the first to speak to the Council Members after the staff has made a presentation. Applicants may appear in person or be represented by legal or other counsel. Applicant statements shall be limited to ten (10) minutes unless waived by the Chair (spoken or unspoken). **Questions:** Council Members may direct questions to the applicant and/or staff in order to bring out relevant facts, circumstances or conditions affecting the case and may call for questions from the staff. **Opening Hearings:** The Chair shall open the hearing and invite the public to the podium for comment. All public participation shall be subject to Section QR ("Decorum and Debate") of these rulesbylaws. **Closing Hearings:** Following public comment, if any, during the public hearing the Council Chair may close announces conclusion of this portion of the public hearing, (except for written comments) or the Council may continue the hearing by motion stating that the public hearing will remain open for written public comment until 5PM on the date that is six (6) days before the next regularly scheduled meeting (or other specified date included in the motion). The Chair further states that the matter will be considered at the next regularly scheduled meeting (or other specified date). A Council Member may move to suspend these rules, by a 2/3 affirmative vote, to take action and vote on the matter immediately. If the motion to take action is approved by a 2/3 super majority vote, the County Council can then move to consider the item. **Written Comments:** Written comments, including email comments, to council@grandcountyutah.net, may be submitted for the record at the hearing or up to forty-eight (48) hours 5PM six (6) days before the Call to Order of the next regularly scheduled County Council Meeting. The Council Administrator shall ensure that all documents on-time written comments are made a part of the Council packet for available for review by Council Members forty-eight (48) hours prior to the Council meeting at which the issue is to be considered. At the close of each public hearing the Council Administrator shall ensure that all on-time written comments have been forwarded all comments to the Clerk's Office for the public record.7-8. **Late Comments.** – Written comments are considered late any time after 5PM six (6) days before the next regularly scheduled Council Meeting that follows the public hearing, unless a different date is specified by the Chair. Late comments (whether received by Council Office staff by email, mail or delivery) will be forwarded electronically by Council Office staff as usual

to each Council Member. However, late comments will not be made available by Council Office staff for the Council meeting nor made a part of the online archived public record.

Formatted: Tab stops: 1.5", Left

~~his/her discretion, may choose not to forward anonymous written comments related to public hearings to Council Members, and such anonymous comments shall be forwarded to the Clerk under seal indicating that they have not been reviewed by the Council.~~

Anonymous Comments: The Council Administrator, at

Formatted: Underline

Formatted: Body Text Indent 3, Indent: Left: 0.25", Hanging: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.29" + Tab after: 0.54" + Indent at: 0.54", Tab stops: 0.56", List tab

Formatted: No bullets or numbering

11. Decision: The County Council shall consider the item at its next regularly scheduled meeting in order to receive additional written comments or to receive additional evidence for further study. The County Council may take action immediately upon closing of the public hearing provided it is moved and approved to take action by a two-thirds (2/3) vote. If the motion to take action is approved, the County Council can then move to consider the item.

UT. Personnel Action Appeal Hearing Protocol

Formatted: Body Text Indent 3, Tab stops: 0.56", List tab

Purpose of Informal Council Hearing: To determine if there is reasonable support for the decision based upon the grounds stated in the personnel action.

1. County Council Administrator to notice appellant of Council's decision regarding granting a hearing, and if granted, the date and time of the hearing and hearing protocol.
2. Hearing to be held in closed session, no recordings.
3. Direct supervisor/supervising Elected Official/supervising Department Head (hereafter "Supervisor"), HR Director, Clerk/Auditor, Council Administrator, Appellant, and Council to be present. No witnesses, representatives or attorneys.
4. No exhibits or additional documents to be considered. Confidential Council packet to include:
 - a. Letter of termination/personnel action
 - b. Appeal by employee to Department Head Supervisor
 - c. Response by Department Head Supervisor

- d. Appeal by employee to HR Director
- e. Response by HR Director
- f. Appeal to Council
- g. Letter to Appellant setting date of appeal
- h. Relevant County policies and/or procedures
- i. Appeal protocol

5. Order of and Time allotted for presentations:
 - a. Department HeadSupervisor-5 minutes
 - b. HR Director-5 minutes
 - c. Appellant -10 minutes
6. No cross-examination of presenters. Council
Members only may ask questions at the end of each presentation.
7. Presenters and Appellant to be excused at the end of presentations and Council questions. Council to make determination during closed session and may:
 - a. Uphold personnel action;
 - b. Overturn personnel action; or
 - c. Request additional information and continue hearing until information is received and considered.
8. Council issues a written decision to appellant within 15 working business days of adjournment of hearing.

VU. Amendment of Policies and Procedures

1. Amending the Policies and Procedures: No policy or procedure of the Governing Body shall be amended except by four (4) affirmative votes of its Membership, and consideration of the amendments shall be held during ~~a~~ regularly scheduled meeting(s).
2. Resolution Required: Amendment of the Policies and Procedures of the Governing Body shall be through resolution. The resolution shall identify all changes to be included in the amendment. A redlined document shall be archived electronically by the Council's Office identifying all changes for approval.

Formatted: English (United States)

ATTACHMENT I

UCA Section 17-53-207 Rules and Regulations
Governing Legislative Bodies

Utah Code Section 17-53-207

Page 1 of 1

17-53-207. Rules and regulations governing legislative body and transaction of business.

The county legislative body may make and enforce such rules and regulations for the government of itself, the preservation of order, and the transaction of business as may be necessary.

Renumbered and Amended by Chapter 133, 2000 General Session
Download Code Section Zipped WP 6/7/8 17_25014.ZIP 1,678 Bytes

[Sections in this Chapter](#)|[Chapters in this Title](#)|[All Titles](#)|[Legislative Home Page](#)

Last revised: Thursday, July 19, 2007

ATTACHMENT II
County Form of Governance Ordinance
CODIFIED GRAND COUNTY ORDINANCES (EXCERPT)

Title 2 ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 Plan for County Government
- 2.08 County Council
- 2.12 Officers' Bonds and Salaries
- 2.16 Emergency Management
- 2.18 Amendment and Adoption of Bylaws
- 2.20 Moab Area Travel Council
 - 2.24 Travel Council Advisory Board
 - 2.25 Grand County Airport Board

- 2.28 Council on Aging
 - 2.30 Grand County Library Board
 - 2.31 Historical Preservation Commission
 - 2.32 Public Records

Chapter 2.04

PLAN FOR COUNTY GOVERNMENT*

Sections:

Article I. Establishment of New Structural Form of County Government

- 2.04.010 Authority and establishment
- 2.04.020 Continuity

Article II. County Council

- 2.04.030 Governing body
- 2.04.040 Election, qualifications, terms and nominations of Council Members--Term limits
- 2.04.050 Council districts
- 2.04.060 Removal and recall of Council Members--Vacancies
- 2.04.070 Council meetings and procedures--Records
- 2.04.080 Council compensation
- 2.04.090 Role of the Council
- 2.04.100 Prohibitions

Article III. General Provisions

- 2.04.110 Independent candidacies for County offices
- 2.04.120 Delegation--Liberal construction
- 2.04.130 Amendments
- 2.04.140 Inconsistent provisions repealed
- 2.04.150 Severability

Editor's Note: The Optional Plan codified in this chapter was adopted in 1992 pursuant to statutes adopted in 1973. Recent legislation has amended the enabling statutes, but is not retroactive and does not affect Grand County's Plan except as to future amendments.

Article I. Establishment of New Structural Form of County Government

2.04.010 Authority and establishment

Pursuant to Article XI, Section 4, Utah Constitution, and Chapter 35a of Title 17, Utah Statutes (the "Optional Plan Statute"), this plan (the "plan") establishes the "general County (modified)" structural form of County government as provided in Section 17-35a-9, Utah Statutes, within Grand County, Utah (the "County"). The Governing Body of the County shall be the County Council (the "Council") as provided in Article II of this plan. The management arrangement for the County shall remain as provided by Title 17, Utah Statutes, or other general laws applicable to County government. (Optional Plan § 1.1)

2.04.020 Continuity

This plan shall not change or disrupt the corporate existence, identity, contractual obligations, or jurisdiction of the County. As provided in the Optional Plan Statute, the County remains vested with all powers and duties vested in counties by general laws. Except as provided in this plan with respect to the predecessor County commissioners and the new Council, the terms of office of elected County officers shall not be affected by this plan, and, except for the change from the predecessor County commissioners to the new Council, the elected County officers shall retain their respective functions, responsibilities, powers and duties under applicable general law. Appointed County officers and members of County boards and commissions shall continue in their respective present offices, and County employees shall continue in their respective present positions, unless and until otherwise directed by the Council, subject to applicable law. Existing County ordinances, resolutions and regulations shall not be affected by this plan except as provided in Section 2.04.140. Pending legislative, administrative or judicial proceedings shall not be affected by this plan (but shall be under the direction of the new Council when it takes office, subject to applicable law). As stated in Sections 17-35a-7(4) and 17-35a-9(1), Utah Statutes, this plan does not affect any school district, circuit or justice court, city, town, special taxing district, public authority, County service area or other local public entity with the County. (Optional Plan § 1.2)

Article II. County Council

2.04.030 Governing body

The Governing Body of the County shall be a seven-member County Council (the “Council”), which shall exercise all legislative powers of the County authorized by law. The Council shall have all powers and duties, and shall be subject to all limitations and restrictions, provided by general law for board of County commissioners. (Optional Plan § 2.1)

2.4.40 Election, qualifications, terms and nominations of Council Members--Term limits

A. Two Council Members shall be elected from the County at large. For the purpose of electing the other five Council Members, the County shall be divided into five districts (the “Council districts”) as provided in Section 2.04.050, and the voters of each Council district shall elect one member to the Council.

B. All Council Members shall be registered voters and residents of the County, and shall have been registered voters of the County for at least one year immediately preceding their election to the Council as required by Section 17-5-2, Utah Statutes. Council Members elected from Council districts shall be residents of their respective Council districts at the time their certificate of nomination is initially filed pursuant to subsection D of this section and Section 20-3-38, Utah Statutes.

C. The initial election of Council Members shall be scheduled in accordance with Section 1.3(2) of the Optional Plan, and the terms of office of the new Council Members shall commence at noon on the second Monday after their election. The seat of the at-large Council Member receiving the highest number of votes at the initial election, and the seats for Council Districts 2, 4 and 5 shall be up for election at the 1996 general election. The seat of the at-large Council Member receiving the second highest number of votes at the initial election, and the seats for Council Districts 1 and 3 shall be up for election. Thereafter, the regular term of office for all Council Members shall be four years, with three or four of the Council Members being elected at each biannual general election. After each such election, newly elected or re-elected Council Members shall take office on the first Monday in January pursuant to Section 17-5-3(3), Utah Statutes.

D. All candidates for the Council shall be nominated as independent candidates in substantially the manner provided by Section 20-3-38, Utah Statutes, as amended from time to time, except as follows:

1. For candidates for Council district seats at any election, nomination petitions must be signed by at least twenty-five (25) registered voters who are residents of the district, rather than one hundred (100) registered voters of the County as required for Countywide offices; and

2. For candidates for at-large Council seats at only the initial election of Council Members hereunder, nomination petitions must be signed by at least fifty (50) registered voters of the County; but thereafter nomination petitions for at-large Council seats must be signed by at least one hundred (100) registered voters of the County as generally required for Countywide offices.

If more than two timely and sufficient nomination petitions are received for any one Council seat, the County clerk shall give notice of and conduct a primary election with respect to such Council seat or seats, in substantially the manner provided by law for primary elections. Only the two candidates for each such Council seat receiving the two highest vote totals at such primary election shall be listed on the ballot at the general election. No political party designation shall be used on the ballot for Council members at any election. Pursuant to and invoking the full extent of the authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that utilization of independent candidacies as the manner of electing Council Members is necessary and desirable to achieve the best and most effective operation of the plan.

Notwithstanding the foregoing, the provisions of this plan as to independent candidacies, like all other provisions of this plan, are subject to Section 2.04.150. Nothing in this subsection shall preclude write-in candidacies as provided by applicable law.

E. There shall be a limit of two consecutive four-year Council terms, and any person who has served two consecutive four-year Council terms shall be ineligible to be a candidate for any other consecutive Council term; but nothing in this subsection shall preclude such person from becoming a Council candidate at any time thereafter. Initial Council terms for those seats to be up for election at the 1994 general election shall not be considered four-year terms for purposes of this subsection, but initial Council terms for those seats to be up for election at the 1996 general election shall be considered four-year terms hereunder. Terms served on the predecessor

County commission prior to adoption of this plan shall not be counted for purposes of this subsection, nor shall any partial Council terms due to vacancies. (Optional Plan § 2.2)

2.04.050 Council districts

The initial Council districts shall be based on County voting districts existing at the time of the initial filing of this plan with County clerk, as follows:

Council District No. 1: Voting District 1

Council District No. 2: Voting Districts 4 and 9

Council District No. 3: Voting Districts 5 and 11

Council District No. 4: Voting Districts 2, 6, 7, and 8

Council District No. 5: Voting Districts 3 and 10

The Council districts shall be modified on the basis of Federal Census data to the extent necessary or appropriate to conform to applicable law. The Council districts may also be modified to conform to Grand County School District precincts or to changes to County voting districts. Such modifications to conform to census data, school district precincts, or changed voting districts, shall not be considered amendments to this plan within the meaning of Section 17-35a-7(5)(a), Utah Statutes, or of Section 2.04.130, and may be made by the Council or by such other authority as directed by applicable law. (Optional Plan § 2.3)

2.4.60 Removal and recall of Council Members--Vacancies

A. If any Council Member shall die, resign, cease to be a resident of the County or of the Council district from which elected, become incapacitated for a period in excess of six months, fail to attend Council meetings otherwise fail to perform his or her official duties for an unexcused period of two months, be recalled as provided in subsection B of this section, or otherwise be removed from office pursuant to general law, his or her Council Membership shall be deemed vacant.

B. Upon petition of registered voters equal in number to fifteen (15) percent of the last gubernatorial vote within the County for at-large Council Members, or within the Council district for Council Members elected from Council districts, the County clerk shall provide for the question of recalling said Council Member to be submitted to a vote within the County or Council district, as the case may be. If a sufficient petition is filed between one hundred eighty (180) and forty-five (45) days prior to a general election, the recall question shall be submitted to the voters at such general election; otherwise the County clerk shall, as soon as practicable, schedule, give notice of and conduct a special election on such recall question, substantially in the manner provided by law for other County special elections. If a majority of the votes cast are in favor of recall, that Council Membership shall be deemed vacant and shall be filled as provided in subsection C of this section. No recall petition may be filed within the first six months or the last six months of a Council Member's term of office.

C. Vacancies on the Council shall be filled in the manner provided by Sections 17-5-4 and 20-4-11.5, Utah Statutes, as amended from time to time; provided, that references to political parties shall be inapplicable, and persons shall become candidates for election or appointment, as the case may be, by filing petitions substantially as provided in Section 2.04.040(D) within the applicable time limitations. (Optional Plan § 2.4)

2.4.70 Council meetings and procedures--Records

A. The Council shall hold regular meetings at least twice a month. Notice of all regular and special Council meetings shall be given to the Council and to the public as required by law, and all regular and special Council meetings shall be open to the public except to the extent otherwise provided by law.

B. Subject to applicable law, the Council may establish rules of procedure for Council meetings. Ordinances and resolutions shall be enacted in the manner provided by law.

C. A majority of the members of the Council in office at any time constitutes a quorum of the Council. Except as otherwise provided by law, no Council action shall be valid and binding unless it is approved by the affirmative vote of at least four Council Members.

D. As soon as practicable after the new Council Members take office after the first Council election under this plan and in January after each regular election, the Council shall elect from its members a chairperson and a vice chairperson. The chairperson, or in his or her absence the vice chairperson, shall preside at Council meetings and shall sign ordinances, resolutions and other documents as appropriate on behalf of the County. The Council may designate one of its members as chairperson ~~or~~ pro-tem if neither the chairperson nor the vice chairperson is available. The chairperson, vice chairperson or chairperson pro tem shall have the same rights to debate and vote in the Council as any other Council Member and shall have no veto power and no other special substantive authority.

E. Records of all Council proceedings shall be kept and the votes of all Council Members shall be clearly indicated therein. The Council shall provide for County financial information to be compiled and summarized on a quarterly or more frequent basis, including the amounts and purposes of each disbursement of funds by the County; and such financial information shall be promptly posted at the County Courthouse. All records of the County shall be open to the public except to the extent otherwise provided by law. (Optional Plan § 2.5)

2.04.080 Council compensation

Each member of the Council shall be paid seven hundred dollars (\$700.00) per month, plus FICA and Medicare benefits. The County shall not pay for major benefits (such as health insurance) for Council Members. The Council compensation may be changed by ordinance, which changes shall not be considered amendments to the plan within the meaning of Section 17-35a-7(5)(a), Utah Statutes, or of Section 2.04.130. Council Members shall be reimbursed for actual expenses they incur in the course of their official duties; such reimbursements shall be identified in the summary financial information required by Section 2.04.070(E). (Ord. 360, 2003; Ord. 351, 2001; Ord. 300, 1999; Res. 2426; Optional Plan § 2.6)

2.04.090 Role of the Council

Consistent with this plan's provisions increasing the size and reducing the compensation of the Council, it is the intent of this plan to establish the Council as a citizen body whose members serve on a part-time basis primarily in a legislative, policy-making role, and membership on the Council is not intended to be a full-time positions involving extensive day-to-day administrative oversight of County operations and functions. Accordingly, it is expected that the Council will implement this plan by using its power under Title 17, Utah Statutes, and other applicable general laws, to maintain and fully utilize an adequate, competent professional County staff to perform, administer and have day-to-day oversight over the County's operations and functions, pursuant to general policies and directives promulgated by the Council. Pursuant to and invoking the full authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that the foregoing provisions of this section as to the role of the Council are necessary and desirable to achieve the best and most effective operation of this plan; but, like all other provisions of this plan, the foregoing provisions are subject to Section 2.04.150. The Council is encouraged to cooperate with and fully utilize the County's appointed boards and commissions, and to give full consideration to information and recommendations communicated by such

boards and commissions, in order to maximize citizen participation in County government. The Council is also encouraged to fully cooperate with the city of Moab and other government entities and to fully utilize all mechanisms legally and practically available to consolidate and share governmental services, functions and facilities, in order to maximize governmental efficiency and economy. (Optional Plan §2.7)

2.4.100 Prohibitions

- A. Except for the compensation provided for in Section 2.04.080, no member of the Council shall be compensated by the County for work in connection with the administration or management of County government.
- B. The Council Members are subject to all limitations applicable under general law to the members of a board of County commissioners relating to prohibited interest and relationships. (Optional Plan § 2.8)

Article III. General Provisions

2.04.110 Independent candidacies for county offices

All candidates for elected county offices shall be nominated as independent candidates in substantially the manner provided by Section 20-3-38, Utah Statutes, as amended from time to time, with primary elections if necessary as provided in Section 2.04.040(D); and no political party designation shall be used on the ballot for any county office at any election. Pursuant to and invoking the full extent of the authority granted by Article XI, Section 4, Utah Constitution, and the Optional Plan Statute, particularly Section 17-35a-7(2), Utah Statutes, it is determined and declared that utilization of independent candidacies as the manner of electing county officers is necessary and desirable to achieve the best and most effective operation of this plan. Notwithstanding the foregoing, the provisions of this plan as to independent candidacies, like all other provisions of this plan, are subject to Section 2.04.150. Nothing in this section shall preclude write-in candidacies as provided by applicable law. (Optional Plan § 3.1)

2.04.120 Delegation-Liberal construction

All officers and agents of the county, including but not limited to the county clerk, the predecessor county commissioners, and the members of the council established by this plan, are authorized and directed to take all actions necessary or appropriate to fully implement the provisions of this plan. The provisions of this plan shall be liberally construed in accordance with its purposes of establishing a more representative, accountable, accessible, responsive and efficient county government. (Option plan § 3.2)

2.04.130 Amendments

Pursuant to the Optional Plan Statute, amendments to this plan which are not contrary to the “general county (modified)” structural form of county government established hereunder may be adopted by the council by a two-thirds vote of all its members; but amendments adopted by the council which are contrary to a specific requirement of the Optional Plan Statute applicable to the “general county (modified)” structural form of county government shall not be effective unless submitted to and approved by a majority of the voters casting a vote on the question at a general or special election. Amendments to this plan are county legislation and therefore may also be initiated or referred by petition of registered voters of the county in the manner provided by Chapter 11 of Title 20, Utah Statutes, as amended from time to time. This plan acknowledges the time restrictions on certain optional plan changes imposed by Section 17-

35a-2(2), Utah Statutes, but it is the intent of this plan that, if the Optional Plan Statute is amended so as to reduce or eliminate such time restrictions and permit earlier changes to optional plans, such amendment shall apply to any such changes to this plan. (Optional Plan § 3.3)

2.04.140 Inconsistent provisions repealed

Any provisions of any County Charter, ordinance, resolution, regulation or other enactment inconsistent with this plan are repealed only to the extent of such inconsistency. (Optional Plan § 3.4)

2.04.150 Severability

If any provision of this plan or any application thereof to any person or circumstance is held invalid, the remaining provisions of this plan and applications thereof to other persons or circumstances shall not be affected thereby. (Optional Plan § 3.5)

ATTACHMENT III

Agenda Summary Form Directions: To request inclusion on the Council agenda, complete this Agenda Summary form by following the instructions within the form. Email completed form and any attachments to council@grandcountyutah.net no later than 5:00 p.m. the Wednesday before the requested Council Meeting (meetings are held the first & third Tuesday of every month at 4:00 p.m. Contact: Bryony Chamberlain, Council Office Coordinator, at (435) 259-1346.

Agenda Summary
GRAND COUNTY COUNCIL MEETING
(ENTER MEETING DATE REQUESTED)

Agenda Item:

TITLE:	Enter the Title of Your Subject Matter You Wish to Have Discussed or Acted Upon at the Council Meeting
FISCAL IMPACT:	<i>Enter estimated dollar impact to Grand County if any; otherwise enter "None"</i> (for example: "\$3,000 in costs")
PRESENTER(S):	Enter Presenter Name(s) followed by Title and Organization (for example: John Doe, President, John Doe Industries)

Prepared By: Name, Title Organization Address Daytime Phone Email Address
--

RECOMMENDATION:

I move to (enter the action which you would like a Council Member to take during the Council Meeting; for example, "approve the proposed agreement regarding your subject matter, as presented,") and authorize the Chair to sign all associated documents.

[Note: If no action other than discussion is needed, delete this entire "Recommendation" section.]

Attorney Review: FOR OFFICE USE ONLY

BACKGROUND:

(Enter information – facts, figures, logic – to support the topic discussion and/or motion.)

ATTACHMENT(S):

1. Enter title(s) of documents referred to in this agenda summary which you wish to attach.

ATTACHMENT IV
Grand County Council
Administrator Job Description

**Grand County
Job Description**

Job Title:	Council Administrator
Department:	Administration
Location:	125 East Center Street Moab, Utah 84532
Reports To:	County Council as a Unit

<u>Pay Range:</u>	<u>Type of Position:</u>	<u>Job Status:</u>
Grade: 24 Revised 7/2015	Full time Part time Regular Seasonal Emergency	Exempt Non-exempt Grant funded Enterprise Public Safety Safety Sensitive On-call Appointed

Job Summary

Under the direction of the County Council, serves as a non-elected personnel manager and administrator for the Council. Performs administrative duties related to the management responsibilities of the County Council including planning, coordinating, supervision, hiring, and firing. This is a highly responsible position requiring considerable initiative and judgment, but has no independent executive authority except for that granted by the Council as a unit. Grand County's form of government is the Optional Plan, and is defined in Title 2 Chapter 2.04, "Plan for County Government," of the Codified Grand County Ordinances (available online at <http://www.GrandCountyUtah.net>).

Supervision

Received: County Council as a Unit as communicated by the Chair

Given: All County Department Heads and contract employees who are under the purview of the County Council; the Council Office Coordinator; the Council Office Assistant; and the IT Director. This would exclude all Elected Officials and their deputies.

Essential Duties

- Provides immediate supervision to all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- Has direct responsibility for personnel management of all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council, including aspects of risk management.
- Conducts, with the aid of a committee, the hiring and firing of all Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and other direct reports as authorized by the County Council.
- Is responsible for conducting and administering annual performance evaluations for all Department Heads and contract employees, who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- In coordination with the Human Resources Director, administers corrective actions and terminations for all County Department Heads and contract employees who are under the purview of the County Council; as well as the Council Office Coordinator, IT Director, and any other direct reports authorized by the County Council.
- Conducts staff and County-wide meetings as needed.
- Assists the County Council to carry out their executive and legislative powers. Drafts resolutions, ordinances, Memoranda of Understanding, inter-local agreements, and other documents for the County Council's consideration and adoption.
- Ensures compliance of Council-adopted policies, resolutions and ordinances among the departments overseen by the County Council.
- Coordinates and/or administers training programs as needed, including new direct reports and council member orientations.
- Makes recommendations to the Council about plans, programs, regulations, procedures, and policies that will improve efficiencies and control of departments overseen by the County Council.
- Prepares staff reports on complex issues for semi-monthly County Council meetings.
- Works on a semi-monthly basis with the Council Chair to plan the County Council agenda; oversees preparing of staff reports and Council packet. Ensures that decisions made in the County Council meeting are implemented.
- Works with the Council Office Coordinator to provide administrative direction and support to the Council's Office. Coordinates all necessary functions of the Council's office.
- Coordinates and ensures proper filing of documents with Clerk/Auditor and other departments.
- Works with staff members assigned to Boards, Commissions, and Committees. Ensures board chairs are

- notified of trainings, sets up trainings and manages board appointment process.
- Coordinates necessary duties regarding special service districts and mineral lease allocations.
 - Serves as public information officer for the County; communicates information on County affairs, programs and plans to the Council, the general public, and the news media. Oversees the updating of the County's website as it relates to the Council's business.
 - Acts as a liaison for information and communication between Elected Offices, County Departments, and municipalities.
 - Coordinates with the Clerk/Auditor on the preparation of County budgets with primary emphasis on assisting Department Heads with budget preparation; coordinates financial management activities between the Council and other County-funded programs. Makes recommendations regarding the funding of programs and levels of service.
 - Negotiates leases and contracts.
 - Aids and coordinates grant writing, including Community Impact Board applications.
 - Coordinates with the Clerk/Auditor in the administration of contracts and grants.
 - Coordinates capital project management.
 - Other duties as established or assigned by the County Council or as contained in County ordinance and policy.

Knowledge, Skills & Abilities

Knowledge of:

- Management of local governmental organizations.
- Fund accounting and budgeting.
- Local, state and federal law.
- State and federal agencies and their processes.
- Planning and zoning, building, and other basic local governmental services.

- Grant writing and administration.
- Personnel management.

Skills in:

- Listening to give full attention to what others are saying.
- Dispute resolution.
- Evaluating complex problems.
- Report writing.
- Computer competency required including Microsoft Word, Excel, Outlook and Internet.

Ability to:

- Learn County codes and County policies.
- Supervise and manage employees in close and distant proximities.
- Communicate with subordinates, the public, and other governmental officials.
- Use initiative and independent judgment within established guidelines and procedures.
- Use tact and finesse when communicating verbally or in writing with co-workers.
- Organize own work, establish priorities and meet critical time deadlines.
- Perform personnel evaluations and give feedback to subordinates.
- Coordinate effective interdepartmental cooperation among elected offices and departments.

Physical Demands

- Typically sit at a desk or table, occasionally walk, stand or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.
- Work for sustained periods of time maintaining concentrated attention to detail.

Working Conditions

- Potentially stressful, busy and fast-paced.
- Extensive public contact.
- Work is performed in an office, conference room, or other environmentally controlled room.
- Requires varied hours due to evening meetings.
- Requires occasional travel outside of the Moab/Grand County area.

Education & Experience

- Must have a Bachelor's degree (Master's degree preferred) in Business or Public Administration or related field.
- A minimum of 3 years of experience in management and administration in local government working with Councils/commissions including direct supervision of professional staff.

Special Requirements

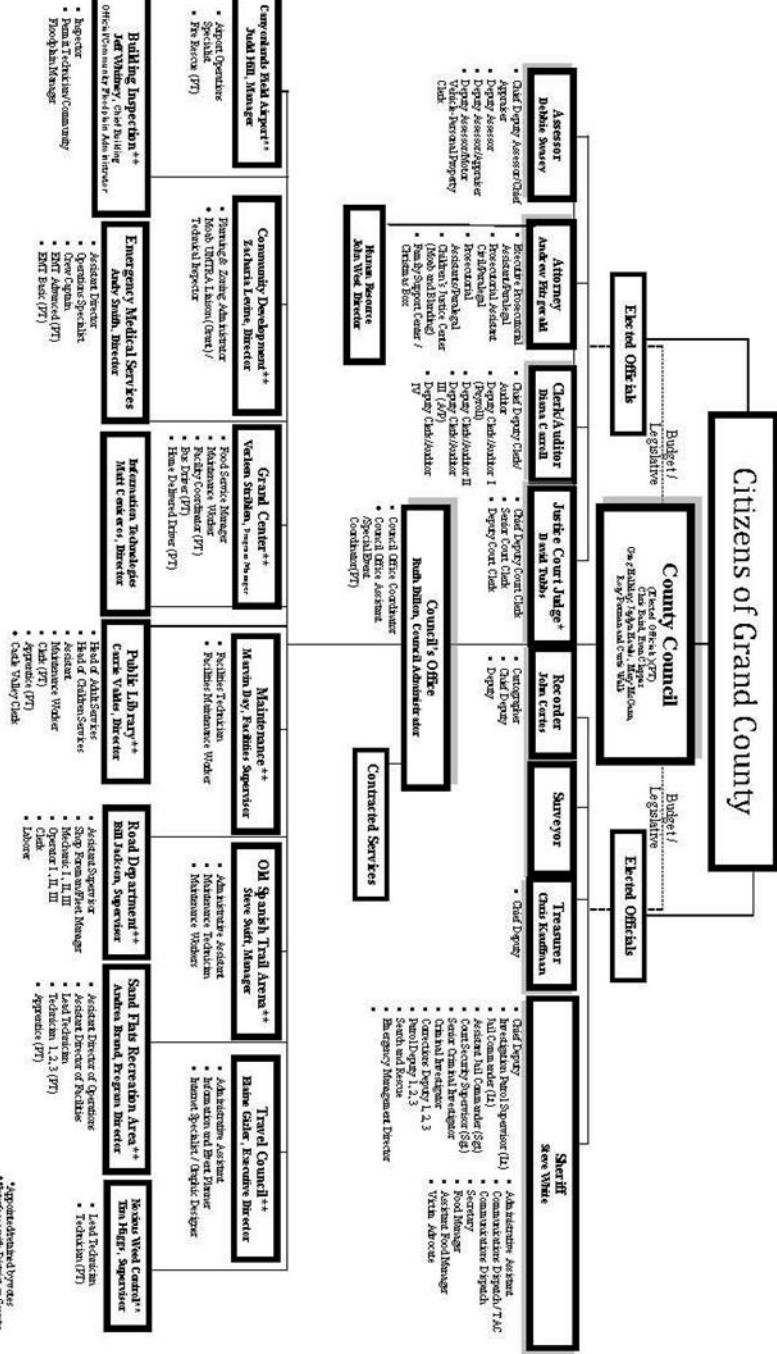
- A twelve-month probationary period is a prerequisite to this position.
- Must possess a valid driver license.
- Successful completion of pre-employment drug screening is required.

- Must successfully pass and maintain criminal history and background check requirements.
- Regularly attends meetings in the evenings.
- Some overnight travel may be required

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

Detailed 2016 Grand County Organizational Chart

ATTACHMENT V County Organizational Chart



List of Boards, Commissions and Committees

Grand County Boards, Commissions and Committees

[Airport Board](#)
[Board of Adjustment](#)
[Boundary Commission](#)
[Council On Aging](#)
[Historical Preservation Commission](#)
[Dewey Bridge Restoration Committee \(of Historical Preservation Commission\)](#)
[Library Board](#)
[Moab Tailings Project Steering Committee](#)
[Old Spanish Trail Arena Advisory Committee](#)
[Planning Commission](#)
[Sand Flats Stewardship Committee](#)
[Star Hall Advisory Committee](#)
[Trail Mix Committee](#)
[Travel Council Advisory Board, Moab Area](#)
[Weed Control Board, Noxious](#)

Special Service and Local District Boards of Grand County

[Arches Special Service District](#)
[Canyonlands Health Care Special Service District](#)
[Grand County Cemetery Maintenance District](#)
[Grand County Recreation Special Service District No. 1](#)
[Grand County Transportation Special Service District](#)
[Grand Water & Sewer Service Agency Board of Directors](#)
[Grand County Special Service Water District](#)
[Grand County Water Conservancy District Board](#)
[Spanish Valley Water & Sewer Improvement District \(Elected\)](#)
[Moab Mosquito Abatement District Board of Trustees](#)
[Grand County Solid Waste Management Special Service District No. 1](#)
[Thompson Special Service \(Water\) District](#)
[Thompson Springs Special Service Fire District](#)

Grand County Partnerships

[Four Corners Community Behavioral Health Board \(Mental Health Board\)](#)
[Housing Authority of Southeastern Utah Board of Commissioners](#)
[Public Health Board \(Southeastern Utah District Health Department-SEUDHD\)](#)

ATTACHMENT VII
Resolutions Amending this Document

RESOLUTION NO. 2894

**A RESOLUTION OF THE GRAND COUNTY COUNCIL
AMENDING RESOLUTION NO. 2839 WHICH
ADOPTED AMENDMENTS TO THE "POLICIES AND PROCEDURES OF
THE GOVERNING BODY"**

WHEREAS, through the adoption of Resolution No. 2839 on July 15, 2008, the Grand County Council established policies and procedures for the government of the County Council as authorized by Utah Code §17-53-207; and

WHEREAS, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires additional amendment of the policies and procedures; and

WHEREAS, in consideration of the number of proposed amendments, the County Council finds that in the interest of legislative economy, and in order to avoid confusion and error in the amendment process, the numerous amendments should be proposed and adopted as a whole, rather than as several individual amendments.

NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:

The "Policies and Procedures of the Governing Body" is hereby amended as presented in Exhibit A. Exhibit B, the redlined document of Exhibit A, is to be retained as an historical record to clearly indicate such approved amendments between the most recent adopted version and the current adopted version in the form of additions (underlined text) and deletions (~~strike-throughs~~).

APPROVED this 2nd day of June, 2009, by the following vote:

AYE : Greenberg, Graham, Ballantyne, Conrad, Baird, Holyoak

NAY Ciarus

ABSENT _____

ATTEST:

Diana Carroll
Diana Carroll
Grand County Clerk


Robert Greenberg
Grand County Council Chair

RESOLUTION NO. 2839

**A RESOLUTION OF THE GRAND COUNTY COUNCIL
AMENDING RESOLUTION NO. 2815 WHICH ADOPTED
AMENDMENTS TO THE "PROCEDURES AND POLICIES OF THE
GOVERNING BODY"**

WHEREAS, through the adoption of Resolution No. 2815, the Grand County Council established policies and procedures for the government of the board as authorized by Utah Code §17-53-207; and

WHEREAS, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires amendment of the policies and procedures; and

WHEREAS, in consideration of the number of proposed amendments, the County Council finds that in the interest of legislative economy, and in order to avoid confusion and error in the amendment process, the numerous amendments should be proposed and adopted as a whole, rather than as several individual amendments.

NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:

The "Procedures and Policies of the Governing Body as amended by Resolution No. 2815" and as presented in Exhibit A are hereby amended. Exhibit B, the redlined document of Exhibit A, is to be retained as an historical record to clearly indicate such approved amendments in the form of additions (underlined text) and deletions (~~strikethroughs~~).

APPROVED this 15th day of July, 2008, by the following vote:

AYE Ciarus, Graham, Langianese, Greenberg, Lewis, Holyoak

NAY McNeely

ABSENT _____

ATTEST:

Diana Carroll
Diana Carroll
Grand County Clerk

Gene Ciarus
Gene Ciarus
Grand County Council Chairman

Motion Amending this Document

February 5, 2013

8. Amending Proposed Policies and Procedures of the Governing Body, Section I-3, "Council Meeting Dates and Times" to Begin the County Council Meetings at 4:00PM for One Session Only Per Meeting and Section K-1, "Order of Business" to Revise the Order of the Agenda (Ruth Dillon, Council Administrator)

MOTION: Motion by Council Member Jim Nyland to amend the Policies and Procedures of the Governing Body section I-3, "Council Meeting Dates and Times" to begin the County Council meetings at 4:00 p.m. for one session only per meeting and section K-1, "Order of Business" to revise the order of the agenda to put discussion items before action items, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Elizabeth Tubbs carried 6 – 0. Staff will begin noticing public hearings at 4:00 p.m.

NOTES