

**TOWN OF LEEDS**  
**RESOLUTION 2025-05**

A RESOLUTION OF THE LEEDS TOWN COUNCIL TO ADOPT A POLICY  
FOR ELECTRONIC MEETINGS OF THE  
TOWN COUNCIL OF THE TOWN OF LEEDS

WHEREAS the Town Council of the Town of Leeds, Utah (the “*Town Council*”) desires to adopt a policy to include electronic meetings as specified in Utah Code Section 52-4-207 (2024);

WHEREAS the Town Council may want to include telephone conferencing and/or video conferencing of Town Council meetings from time to time;

WHEREAS the Town Council understands that a member of the Town Council may be participating in a meeting by telephone or video conference when not able to be otherwise present; and

WHEREAS the Town Council held an open and public meeting on \_\_\_\_\_, and approved the use of an electronic meeting, as herein defined:

NOW THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL, by majority vote, did approve the following:

1. Previous Resolutions passed by the Town Council governing the use of telephone or video conferencing in Town Council meetings are hereby repealed.
2. Any number of members of the Town Council may attend the meeting by means of telephone or video conferencing as long as at least one member of the Town Council is in attendance at City Hall or another location set for the meeting as specified by public notice prior to the meeting.
3. Town Council members included in the meeting by telephone or video conferencing are numbered in calculating a quorum and have full rights to vote as members of the governing body.
4. That the Town Attorney, any other city employee or contracted city representative may be included in a meeting by telephone or video conferencing to provide legal advice and/or opinion to the Town Council.
5. Notwithstanding the provisions of subsection 2, all members of the Town Council may attend the meeting by means of telephone or video conferencing without a member attending at an anchor location if either of the following situations exists:
  - a. no more than 30 days before the meeting,
    - i. the Town Mayor determines that:

1. conducting the meeting presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location; or
    2. the location where the Town Council would normally meet has been ordered closed to the public for health or safety reasons; and
  - ii. the public notice for the meeting includes:
    1. a statement describing the Town Mayor's determination as described in subsection 5(a)(i);
    2. a summary of the facts upon which the determination is based; and
    3. information on how a member of the public may participate in the meeting remotely by electronic means;
- b. during the course of the electronic meeting,
  - i. the Town Mayor
    1. determines that continuing to conduct the electronic meeting presents a substantial risk to the health or safety of those present at the anchor location; and
    2. announces their determination during the electronic meeting and states a summary of the facts upon which the determination is made; and
  - ii. in conducting the electronic meeting, the Town Council has provided means by which members of the public who are not physically present at the anchor location may participate in the electronic meeting remotely by electronic means.

6. This resolution will become effective as of \_\_\_\_\_, 2025.

PASSED BY RESOLUTION THIS \_\_\_\_\_ DAY OF JUNE, 2025

LEEDS, WASHINGTON COUNTY, UTAH

\_\_\_\_\_  
Bill Hoster, Mayor

Mayor Bill Hoster, voted \_\_\_\_\_  
Councilmember Ron Cundick, voted \_\_\_\_\_  
Councilmember Kohl Furley, voted \_\_\_\_\_  
Councilmember Michelle Peot, voted \_\_\_\_\_  
Councilmember Danielle Stirling, voted \_\_\_\_\_

ATTEST:

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Cari Bishop  
Town Deputy Clerk