

**PROCESS FOR APPOINTING A TEMPORAY MANAGER; AN INTERIM COUNTY
ASSESSOR; AND TO SCHEDULE AN ELECTION
SAN JUAN COUNTY, UTAH**

The following is a legal opinion issued by the San Juan County Attorney's Office setting forth the process involved in appointing a successor to manage the affairs of the Assessor's Office

1. APPOINT TEMPORARY MANAGER.

Nathan Pitts, the current deputy assessor as the assessor deputy, to temporality discharge the duties and responsibilities of the assessor's office. This should be done by creating a memorandum naming him as the temporary manager and also stating that the temporary manager serves only until the County Commission appoints an interim replacement.

2. APPOINT INTERIM REPLACEMENT

Since Rick Meyer was affiliated with the Republican party, the Commission needs to identify the republican party affiliate/liaison

3. Must Give Formal Notice to the Party Liaison AND the County Clerk within 10 days after the date pf vacancy

- a. The County Commission should send written notice of the vacancy to the county clerk and to the party liaison of the same political party as the prior officeholder.
- b. The notice should state the office that is vacant, the date of vacancy, the statutory authority for the process, the deadline for submitting the selected person's name, and the contact information for filing the submission.
- c. Retain proof of delivery, such as email confirmation, certified mail receipt, or hand-delivery acknowledgment.

4. Allow the Party to Select a Proposed Interim Replacement

- a. The party liaison should follow the political party's constitution, bylaws, and procedures for selecting the person to fill the vacancy.
- b. The party liaison should submit the selected person's name to the County Commission within the statutory timeframe. *(Since Notice was not timely given, the relevant time period is 40 days not the (30 day provision)*

- c. The submission should include the selected person's full legal name, contact information, statement of willingness to serve, evidence of party selection, and any information needed to confirm statutory qualifications.

5. Verify the Proposed Appointee's Qualifications

- a. Confirm that the proposed appointee meets the general legal qualifications to hold county office.

Must be a US Citizen

Must be a resident of San Juan County for at least 1 year

Must be a registered voter in San Juan County

**Must be a state-licensed or state-certified appraiser; OR
Be able to obtain licensure within 36 months**

If no individual qualifies then county legislative body may contract with a state-licensed or state-certified appraiser from outside the county to fulfill the duties of the county assessor for the remainder of the county assessor's term of office.

- b. Confirm any County Assessor-specific requirements, including applicable state qualification, licensing, or certification requirements for assessors.
- c. Ask the County Attorney to review the proposed appointee's eligibility before the Commission takes formal action.

6. Place the Appointment on a County Commission Agenda

- a. Schedule the appointment for consideration at a properly noticed County Commission meeting.
- b. Prepare an agenda item titled substantially as follows: "Consideration and Possible Approval of Resolution Appointing an Interim San Juan County Assessor."
- c. Include supporting materials in the packet, such as the notice of vacancy, party liaison submission, qualification review, proposed resolution, and oath-of-office information.
- d. Ensure the meeting notice complies with Utah public meeting requirements.

7. Adopt a Resolution Appointing the Interim County Assessor

- a. At the public meeting, the Commission should review the vacancy, the statutory process, the party liaison's submission, and the proposed appointee's qualifications.
- b. The Commission should vote on a resolution to appoint the selected person as interim County Assessor.

- c. The resolution should state that the appointment is effective when the appointee qualifies for office, including taking the oath of office and completing any required filings.
- d. The resolution should state that the interim County Assessor serves until a successor is elected and qualified, unless otherwise provided by law.

8. Administer the Oath and Complete Onboarding

- a. Arrange for the appointee to take and file the oath of office.
- b. Complete any required bond, conflict-of-interest, payroll, personnel, access, and system authorization documents.
- c. Notify Assessor's Office staff, county departments, the Utah State Tax Commission, relevant taxing entities, and the public of the appointment.
- d. Update the San Juan County website, staff directory, letterhead, signature blocks, and official contact lists.

9. Determine Whether an Election Is Required 20A-1-508(6)

If the vacancy in the assessor's office has an unexpired term of two years or more; and when 75 calendar days or less remain before the day of the regular primary election but more than 65 calendar days remain before the day of the regular general election.

- a. the county clerk shall, as soon as practicable, notify the public and each registered political party:

that the vacancy exists

clerk shall establish the following deadlines:

NO LATER THAN 5 P.M. ON FRIDAY, AUGUST 28, 2026

1. REGISTERED POLITICAL PARTIES ARE REQUIRED TO CERTIFY A NAME

The county central committee of each registered political party that wishes to submit a candidate for the office shall certify the name of one candidate to the county clerk for placement on the regular general election ballot.

2. CANDIDATES NOT AFFILIATED WITH A POLITICAL PARTY

A candidate who does not wish to affiliate with a registered political party shall file a verified certificate of nomination described in Section [20A-9-502](#) with the county clerk in accordance with [Chapter 9, Part 5, Candidates not Affiliated with a Party](#).

3. **WRITE IN CANDIDATES.**

a write-in candidate shall submit to the county clerk a declaration of candidacy described in Section 20A-9-601.

Dated this 14th day of July, 2026.

San Juan County Attorney's Office

Mitchell Maughan

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