



Bear River Association of Governments

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Cache County Economic Opportunity Advisory Board

Electronic and Hybrid Meeting Policy

Adopted: August 19th, 2026

1. Purpose and Authority

The Cache County Economic Opportunity Advisory Board ("CEO Board" or "Board") adopts this policy to establish procedures for conducting meetings in which one or more Board members participate electronically.

This policy is intended to provide flexibility for Board participation while maintaining transparency, public access, and compliance with the Utah Open and Public Meetings Act ("OPMA"), Utah Code Title 52, Chapter 4, including Utah Code § 52-4-207 governing electronic meetings.

2. Definitions

For purposes of this policy:

Anchor Location means the physical location identified in the public notice where members of the public may attend the open portions of an electronic or hybrid meeting in person.

Electronic Meeting means a meeting in which some or all members of the Board participate through an electronic video connection, audio connection, or both.

Hybrid Meeting means an electronic meeting that includes both an anchor location for in-person attendance and the ability for one or more Board members to participate electronically.

Remote Member means a Board member participating in a meeting through an authorized electronic connection rather than being physically present at the anchor location.

3. Authorization of Electronic and Hybrid Meetings

The Board may conduct meetings as hybrid or electronic meetings when doing so is consistent with this policy, OPMA, available technology, public access requirements, and other applicable law.

Hybrid meetings are permitted when one or more Board members need or choose to participate electronically and the necessary arrangements can reasonably be made.

The Chair, in consultation with Board staff, may determine whether a scheduled meeting will be conducted in person, as a hybrid meeting, or, when legally permissible, entirely electronically.

4. Requests for Remote Participation

A Board member intending to participate remotely should notify the Chair or designated Board staff as early as reasonably possible and preferably at least 24 hours before the scheduled meeting.

A late request may be accommodated when the Chair and Board staff determine that adequate electronic arrangements can be made without compromising compliance with OPMA or the Board's ability to conduct the meeting.

Remote participation may be limited when necessary because of equipment limitations, technical constraints, public-access concerns, or other logistical considerations.

5. Notice of Electronic Meetings

Public notice of an electronic or hybrid meeting shall be provided in accordance with OPMA and shall identify the date, time, agenda, and applicable meeting location or electronic access information.

For an electronic meeting, Board members shall be provided with instructions describing how to connect to the meeting at least 24 hours before the scheduled beginning of the meeting, except where otherwise permitted by law.

The notice should identify the anchor location whenever an anchor location is required and may also provide information allowing members of the public to observe or participate electronically.

6. Anchor Location and Public Access

Except when Utah law permits an electronic meeting to be held without an anchor location, the Board shall provide space and facilities at an anchor location where members of the public may attend the open portions of the meeting.

The anchor location shall be reasonably accessible to the public and shall be identified in the meeting notice.

When practical, the Board may also provide electronic access to members of the public who are unable to attend the anchor location.

Providing electronic public access does not eliminate the anchor-location requirement unless the meeting qualifies under Utah law to be conducted without an anchor location.

7. Fully Electronic Meetings Without an Anchor Location

The Board may conduct a meeting entirely electronically without an anchor location when permitted by Utah Code § 52-4-207.

If all Board members attend the meeting remotely, an anchor location is not required unless the Board receives a written request at least 12 hours before the scheduled meeting time asking that an anchor location be provided for members of the public to attend the open portions of the meeting.

The Board may also conduct an electronic meeting without an anchor location when the Chair makes a determination authorized by state law relating to a substantial health or safety risk or closure of the location where the Board would otherwise meet.

When a meeting is conducted without an anchor location, the Board shall provide the public with electronic access sufficient to observe the open portions of the meeting and, when public comment is accepted, a reasonable electronic method for providing comments.

8. Quorum and Remote Members

A Remote Member shall be counted as present for purposes of determining a quorum when:

1. the member is connected to the meeting through the electronic method established for the meeting;
2. the Chair or designated staff can verify the member's identity and participation;
3. the member can hear the proceedings of the meeting; and
4. the member can be heard by the other Board members and, during the open portions of the meeting, by members of the public attending through the means provided by the Board.

A Remote Member satisfying these requirements may participate, make motions, second motions, deliberate, and vote to the same extent as a member physically present at the anchor location.

If a Remote Member loses the electronic connection or is otherwise unable to hear or participate in the meeting, the member shall not be counted toward the quorum during the period in which meaningful participation is unavailable.

The Chair shall announce the presence of Remote Members for the record.

9. Voting

To ensure a clear record, formal votes taken during an electronic or hybrid meeting should be conducted by roll call when one or more voting members are participating remotely.

Each Remote Member's vote shall be stated so that it can be heard and recorded.

Proxy voting is not permitted unless specifically authorized by law and separately authorized by the Board.

10. Meeting Conduct

Remote Members shall participate in real time and should remain connected throughout the portions of the meeting in which they intend to participate.

Remote Members shall take reasonable steps to:

- participate from a location that allows them to hear and be heard clearly;
- minimize background noise and interruptions;
- maintain the confidentiality of any lawfully closed portion of a meeting; and
- avoid the use of separate electronic communications among Board members to deliberate Board business outside the public meeting.

The Chair may establish reasonable procedures governing microphones, cameras, recognition of speakers, public comment, and other technical aspects of an electronic or hybrid meeting.

11. Technical Difficulties

Minor technical problems that do not interfere with the Board's quorum or required public access do not automatically require suspension of the meeting.

If a technical failure causes the Board to lose its quorum, the Chair shall recess the meeting until the connection can be restored or adjourn the meeting if a quorum cannot be reestablished.

If a meeting is being conducted without an anchor location and the electronic connection necessary for public access fails, the Chair shall recess the meeting until public access can be restored or adjourn the meeting.

12. Public Comment

When public comment is included on the agenda, individuals physically present at the anchor location shall be provided the opportunity to comment in accordance with the Board's normal meeting procedures.

The Board may also permit public comment through electronic means. The Chair may establish reasonable procedures for electronic comments, including time limits, identification of speakers, and the order in which participants are recognized.

When an electronic meeting is legally conducted without an anchor location, the Board shall provide an electronic method for public participation when public comments are accepted as part of the meeting.

13. Minutes and Recordings

Electronic and hybrid meetings shall be recorded and documented in accordance with OPMA.

The minutes shall identify Board members who were present physically, Board members who participated electronically, and Board members who were absent.

Votes shall be recorded as required by law and Board procedure.

14. Closed Meetings

Nothing in this policy changes the requirements for entering into or conducting a closed meeting under Utah Code §§ 52-4-204 through 52-4-206.

A Remote Member participating in a properly closed portion of a meeting shall ensure that the member's location is sufficiently private to prevent unauthorized individuals from hearing or observing the closed discussion.

If confidentiality cannot reasonably be maintained, the Remote Member shall disconnect from the closed portion of the meeting.

15. Interpretation and Compliance

This policy shall be interpreted consistently with the Utah Open and Public Meetings Act. If a provision of this policy conflicts with applicable state law, state law shall control.

The Chair and Board staff may implement reasonable administrative and technical procedures necessary to carry out this policy.

16. Adoption

The Cache County Economic Opportunity Advisory Board hereby adopts this Electronic and Hybrid Meeting Policy to govern the Board's use of electronic meetings pursuant to Utah Code § 52-4-207.

Adopted by the Cache County Economic Opportunity Advisory Board on _____, 2026.

Chair: _____

Date: _____