

## **RESOLUTION 2020-\_\_\_\_\_**

### **A RESOLUTION ESTABLISHING THE USE OF ELECTRONIC MEETINGS FOR THE DAVIS COUNTY SENIOR SERVICES ADVISORY BOARD**

**WHEREAS**, the Davis County Senior Services Advisory Board, in a regular meeting, lawful notice of which has been given, finds that Section 52-4-207, *Utah Code Annotated*, as amended, of the *Utah Open and Public Meetings Act*, permits the Senior Services Advisory Board to hold electronic meetings if one or more members of the Board is either absent from the County or otherwise unable to physically attend a meeting of the Davis County Senior Services Advisory Board but would be able to participate in an electronic meeting; and

**WHEREAS**, Section 52-4-207 of the Utah Code authorizes an electronic meeting of a public body if that public body has duly adopted an resolution, an ordinance, or rule governing the use of electronic meetings, and

**WHEREAS**, The conduct of the business of the Davis County Senior Services Advisory Board should be undertaken by electronic meetings if possible; and

**WHEREAS**, It is in the best interests of Davis County and the residents of Davis County, that this resolution governing the use of electronic meetings be adopted.

**NOW, THEREFORE**, the Davis County Senior Services Advisory Board hereby adopts the following resolution:

**BE IT RESOLVED** that:

#### **Section 1. Procedures**

##### **1. Definitions – As used in this resolution:**

- A. “Anchor location” means the physical location from which:
  - (1) an electronic meeting originates; or
  - (2) the participants are connected
- B. “Board” means the Davis County Senior Services Advisory Board.
- C. “Electronic meeting” means a public meeting convened or conducted by means of a conference using electronic communications.
- D. “Electronic notice” means electronic mail (email) or facsimile transmission (fax).

- E. “Monitor” means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.
- F. “Participate” means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.

## **2. Notice**

- A. Before convening or conducting an electronic meeting, the Board shall give public notice of the meeting:
  - (1) in accordance with Section 52-4-202 of the Utah Code, as amended; and
  - (2) by posting a written notice at the anchor location.
- B. Notice of the electronic meeting shall be given to each member of the Board at least 24 hours before the meeting so that each member may participate in and be counted as present for all purposes, including the determination that a quorum is present.
- C. The notice shall contain a description of how the members of the Board will be connected to the electronic meeting.

## **3. Quorum**

- A. A quorum of the Board need not be present at the anchor location.
- B. A quorum of the Board must vote to approve the establishment of an electronic meeting to include other members of the Board through an electronic connection.

## **4. Requesting an Electronic Meeting**

- A. Any member of the Board may request an electronic meeting up to three (3) days prior to the meeting to allow sufficient time for arrangements to be made for the electronic meeting.

**5. Anchor Locations**

- A. The anchor location shall be the Davis County Health Department located at 22 South State Street, Clearfield, Utah 84015, where the Board normally meets, unless specified otherwise in the notice of the electronic meeting.
- B. The Board shall provide space and facilities for a meeting so that interested persons and the public may attend and monitor the open portions of a public meeting.

**6. Conduct of Meetings**

- A. The Health Department's Deputy Director over Senior Services or designee shall, at the anchor location at the time set in the notice of the electronic meeting, connect all members of the Board to the meeting.
- B. The Chair, or another Board Member designated by the Chair, shall be at the anchor location and ensure that minutes are taken and that a recording of the meeting is made as required by the Open and Public Meetings Act.
- C. If the Chair of the Board participates in the meeting, whether at the anchor location or by electronic connection, the Chair shall preside and conduct the meeting.
- D. Each member of the Board shall be given the opportunity by the Chair to comment on matters properly before the Board.
- E. Each vote of the Board shall be a roll call vote recorded by the Secretary of the Board.
- F. A Board Member present at the anchor location upon designation by the Chair shall be authorized to sign any document adopted by the Board.
- G. If, during the course of the electronic meeting, a Board Member becomes disconnected, the meeting shall be suspended until that Board Member is reconnected. In the event that reconnection is not reasonably possible and if a quorum is present either at the anchor location or via electronic connection, the Board Members constituting a quorum may continue the business of the meeting without the participation of the disconnected Board Member.

**Section 2. Prior Resolutions, Policies, Rules, or Actions**

This resolution supersedes all prior resolutions, policies, and actions of the Davis County Senior Services Advisory Board to the extent that the provisions of such prior resolutions, policies, or actions are in conflict with this resolution. In all other respects, such prior resolutions, policies, and actions shall remain in full force and effect.

**Section 3. Effective Date**

This Resolution shall become effective immediately upon its adoption.

This Resolution was duly PASSED, ADOPTED, and/or APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020, with Board Members \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and Lorene M. Kamalu (Commissioner) \_\_\_\_\_, all voting as documented herein.

DAVIS COUNTY

\_\_\_\_\_, Chair, Davis County Senior Services Advisory Board