

## **ELECTRONIC MEETINGS POLICY**

**(1) Purpose.** The Pete Suazo Athletic Commission (“Commission”) recognizes that there may be times when members may need to appear telephonically or electronically pursuant to Utah Code Section 52-4-207.

**(2) Authority.** Utah Code Section 52-4-207 requires any public body that convenes or conducts an electronic meeting to establish written procedures for such meetings. This policy establishes procedures for conducting Commission meetings by electronic means. This policy is enacted under the authority of Utah Code Sections 52-4-207 and Section 9-8-905.

**(3) Procedure.** The following provisions govern any meeting at which one or more Commission Members appear telephonically, virtually via web conference, or electronically pursuant to Utah Code Section 52-4-207:

(a) If one or more members of the Commission participate in any meeting electronically, virtually via web conference, or telephonically, public notices of the meeting shall so indicate. In addition, the notices shall specify the anchor location where the members of the Commission who are not participating electronically or telephonically will be meeting and where interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

(b) Notice of the meeting and the agenda shall be posted at the anchor location. Written or electronic notice shall also be provided to at least one newspaper of general circulation within the state and to a local media correspondent in accordance with Section 52-4-202(3). These notices shall be provided at least 24 hours before the meetings.

(c) Notice of the possibility of an electronic meeting shall be given to the Commission Members at least 24 hours before the meeting. In addition, the notice shall describe how a Commission Member may participate in the meeting electronically or telephonically.

(d) When notice is given of the possibility of a Commission Member(s) appearing electronically, virtually via web conference, or telephonically, any member(s) may do so and shall be counted as present for purposes of a quorum and may fully participate and vote on any matter coming before the Commission. At the commencement of the meeting, or at such time as any member initially appears electronically or telephonically, the chair shall identify for the record all those who are appearing telephonically or electronically. Votes by members of the Commission who are not at the physical location of the meeting shall be confirmed by the chair.

(e) The anchor location, unless otherwise designated in the notice, shall be at the state office building, located at: 3760 S. Highland Drive, Millcreek, Utah 84106. A specific conference room number will be provided with the meeting notice.

The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. In addition, the anchor location shall have space and facilities so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

(f) The Commission may convene and conduct an electronic meeting without an anchor location if the chair makes a written determination that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location and complies with the provisions of Utah Code Section 52-4-207(5).