

**UTAH WATERSHEDS COUNCIL**  
**ELECTRONIC MEETING POLICIES AND PROCEDURES**

**Adopted January 6, 2022**

- I. **Policy.** This shall be known as the Utah Watersheds Council (the “**Council**”) Electronic Meeting Policy (the “**Policy**”).
- II. **Electronic Meetings.**
- A. **General.** A Council meeting may be convened and conducted by means of telephonic, telecommunications, or computer conference by satisfying the requirements of Utah Code Ann. § 52-4-207. No Council meeting is required to be held by such means. Any member of the Council may request that a meeting of the Council be an electronic meeting, provided that the member of the Council makes the request at least 48 hours in advance of that meeting.
- B. **Anchor Location.** The primary anchor location for all electronic meetings shall be the Utah Department of Natural Resources located at 1594 W. North Temple, Salt Lake City, Utah, which is the building where the Council normally meets if not holding an electronic meeting. One or more anchor locations must be established for all electronic meetings. No member of the Council need be present at the anchor location. Space and facilities must be provided at the anchor location so that all interested persons may attend and monitor the open portions of the meeting. In addition, if the meeting is a public hearing, space and facilities must be provided at the anchor location so that interested persons and the public may attend, monitor and participate in the hearing.
- C. **Notice.** Not less than 24 hours’ advance public notice shall be provided for each electronic meeting of the council. The public notice shall include the agenda, date, time, location, and a description of how the Council will be connected to the electronic meeting. The public notice shall comply with the requirements of Utah Code Ann. §52-4-202, including the posting of a written notice at the primary anchor location, providing written or electronic notice to at least one newspaper of general circulation or a local media correspondent, and by posting the notice on the Utah Public Notice Website created under Utah Code Ann. § 63F-1-701. In addition, the notice must be provided to all members of the Council at least 24 hours before the meeting and shall be posted on a public website maintained by the Division of Water Resources for the business of the Council. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Council.
- D. **Budget or Logistical Considerations.** The Chair, or the Vice-Chair in the Chair’s absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of the Council to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting. The Chair, or the Vice-Chair in the Chair’s absence,

may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity.

- E. Conduct of Meeting.** No action, formal or informal, may be taken at a meeting of the Council unless a quorum, consisting of a simple majority of the members of the Council, is present. A member of the Council who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with Utah Code Ann. § 52-4-207. Any member of the Council participating via electronic means may make, second, and vote on all motions and participate in the discussion as though present.
- F. Availability of Policy.** This Policy shall be made available to the public at each meeting of the Council and shall be posted on a public website maintained by the Division of Water Resources for the business of the Council.