

State of Utah
School & Institutional
Trust Lands Administration

675 East 500 South, Suite 500
Salt Lake City, UT 84102-2813
801-538-5100
801-355-0922 (Fax)
www.trustlands.utah.gov

Gary R. Herbert
Governor

Spencer J. Cox
Lieutenant Governor

David Ure
Director

**SCHOOL AND INSTITUTIONAL TRUST LANDS ADMINISTRATION
BOARD OF TRUSTEES
RESOLUTION 2018-3**

**A RESOLUTION PROVIDING ELECTRONIC MEETINGS AUTHORITY
AND PROCEDURES FOR PARTICIPATION**

WHEREAS, the School and Institutional Trust Lands Administration Board of Trustees (“SITLA Board” or “Board”) met in a regular session on July 26, 2018, to consider, among other things, providing authority to conduct electronic meetings and procedures for participation; and

WHEREAS, the Board believes it is in its best interest to be able to conduct telephonic or electronic meetings from time to time, and to ensure that all members of the Board have the opportunity to participate in meetings regardless of the physical location of the individual member of the Board; and

WHEREAS, Utah Code Ann. §52-4-207 provides, among other things, that a public body may not hold an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings; and

WHEREAS, SITLA has adequate facilities to support the conduct of a telephonic or electronic meeting; and

WHEREAS, after careful consideration, the Board has determined that it is in the best interest of the beneficiaries, public and SITLA to adopt a resolution to provide authority to conduct electronic meetings and procedures for participation;

NOW, THEREFORE, BE IT RESOLVED by the Board that the following policy be adopted:

ELECTRONIC MEETING:

A. Definitions. The following terms are defined as follows for the purpose of this section:

1. “Anchor Location” means the board room located in the SITLA offices at 675 East 500 South, Salt Lake City, Utah 84102, or another specified location where interested members of the public may attend, monitor, and participate in the open portions of a meeting.
2. “Meeting Administrator” means the Executive Assistant to the SITLA Board, or another person or employee of SITLA specifically assigned to operate the electronic meeting equipment

to ensure that all members of the Board are continuously able to participate in the electronic meeting and to advise the party conducting the meeting of the initiation, recess, and adjournment of an electronic meeting.

3. "Electronic Meeting" means a public meeting of the SITLA Board convened and conducted by means of a conference using electronic communications.

B. Electronic Meetings. The SITLA Board may convene electronic meetings when necessary pursuant to specific public notice of an electronic meeting by posting written notice of the electronic meeting at the anchor location and providing written or electronic notice to the media as otherwise provided by law. Notice of the electronic meeting shall also be provided to each member of the SITLA Board at least 24 hours before the meeting, including a description of how members will be connected to the electronic meeting.

C. Quorum Verification. Before an electronic meeting may be called to order, all members of the SITLA Board shall be given an opportunity to participate in the meeting.

D. Public Attendance. Each electronic meeting shall be convened by the meeting administrator by announcing parties present at the meeting and by making available to members of the public at the anchor location space and facilities so interested persons from the public may attend and monitor the open portions of the meeting. Comments within regular order will be accepted during the electronic meeting. SITLA will provide space and facilities at the anchor location so interested persons and the public may attend, monitor, and participate in the open portion of the meeting, if appropriate.

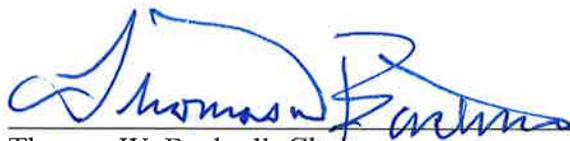
E. Conduct of the Meeting. Upon determining that a sufficient number of the Board is present and members of the public can adequately hear the comments of all members of the Board, and participate if appropriate, the Chair shall formally convene the meeting and take a roll call of those participating. The Chair shall provide opportunity for each matter on the agenda to be presented and discussed, in an order set forth on the agenda.

F. Compliance with Law. In all other respects, electronic meetings shall be conducted, recorded, and minutes shall be kept as required by law.

This Resolution, assigned No. 2018-3, shall take effect immediately on passage.

PASSED AND APPROVED this 26th day of July 2018

BY THE BOARD:


Thomas W. Bachtell, Chair