

## **RESOLUTION 3184**

### **A RESOLUTION OF THE GRAND COUNTY COUNCIL AMENDING RESOLUTIONS 3007/2995/2806/2625 ESTABLISHING A BOARD APPOINTMENT PROCESS AND ESTABLISHING REQUIREMENTS OF BOARD MEMBERS AND COMMISSIONERS SERVING GRAND COUNTY**

**WHEREAS**, The Grand County Council recognizes there is a need to create an appointment process for appointing volunteer board members and commissioners to the various boards and commissions serving Grand County, as well as Local District and Special Service District non-elected boards, the Housing Authority of Southeastern Utah board and the Southeastern Utah District Health Department board (“Boards”); and

**WHEREAS**, The Grand County Council recognizes there is a need for all Boards to have the same general requirements for board members and commissioners including those required by law; and

**WHEREAS**, The Grand County Council shall approve all appointments to Boards that are under the authority of the Grand County Council supported by ordinance, resolution, or ordered by state law.

#### **NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:**

All Board appointments shall be selected in the following manner:

1. By October 1, the Grand County Council Office (“Council Office”) shall notify the current Board of those members whose terms will expire at the end of the calendar year. In cases where a vacancy is created during the middle of a board member’s term (mid-term vacancy), the Council Office shall notify the respective Board of the vacancy and post a notice of the vacancy as soon as practically possible.
2. The Council Office shall post a notice of Board vacancies, including mid-term vacancies, in a local newspaper of record, bulletin boards within the County Courthouse, and on the County’s website. The published notice shall list general requirements for serving on the Board(s) and shall be open until filled, unless the board member whose term expires at year-end expresses in writing their desire to remain on the Board until the vacancy is filled, beyond year-end. The notice shall identify an application due date, after which the

Council Office shall forward all submitted applications for review and consideration, including interview of new applicants, by the respective Board for recommendation to the County Council.

3. Interested residents shall submit an official Board, Commission, and Committee Certification and Application Form ("Application") contained in Exhibit 1 of this Resolution to the Council Office. The Application may be utilized by Committees yet does not apply to those Committees in which membership is attained without appointment.
4. The Council Office shall receive by personal delivery, mail, email, or online submission all Applications which shall be stamped with the date received. The Council Office shall review that the Applications have been completed and that the applicants meet the requirements for service to the requested Board, and forward all Applications that appear to meet the requirements for service to the appropriate Board Chair and/or staff liaison to the Board for verification of meeting the requirements and consideration for appointment.
5. Boards shall interview all new qualified applicants (Council may be invited to interviews).
6. During the interview process, the Board Members are encouraged to ask questions that verify an applicant's eligibility of meeting requirements for service contained in this Resolution and other adopted documents including but not limited to: state law, county ordinance, and adopted bylaws of the Board to ascertain an applicant's qualifications for appointment. The Boards forward recommendation(s) by motions which contain findings as to their recommendation to the County Council; such affirmative Board recommendations shall be in writing from the Board Chair or staff liaison, addressed to the County Council, and provided to the Council Office within seven (7) days of the adopted motion and within ninety (90) days' receipt of applications.
7. The County Council, at the next regular meeting in which appointments may be considered shall appoint a recommended applicant, or an applicant of the Council's choice, or keep the position open to consider additional applicants. Year-end appointments shall be considered by the County Council after January 1 of the following year.
8. Since the County Council will not have appointed a new member to the Board at the expiration of term, the current board member, if willing and able to continue to serve, shall express in writing their

desire to remain on the Board until they are replaced. If such board member is unwilling or unable to remain on the Board, or if such board member does not timely express in writing their desire to remain on the Board until they are replaced, then the position is considered vacant at the expiration of term, until filled.

9. All general Board Members shall:

- a. Be a Grand County Resident unless otherwise indicated by Ordinance, Land Use Code, or Board Bylaws approved by the County Council;
- b. Be appointed to 4-year terms, unless a shorter or longer period is required by law, such as a partial term created by a mid-term vacancy, which appointment shall be made in the first Council meeting in January of each year for year-end appointments;
- c. Take office the first meeting following appointment by the County Council;
- d. Have the appropriate expertise when required by law;
- e. Submit applications to the Council Office in accordance with the requirements contained in the notice;
- f. Agree to abide by the County's Conflict of Interest Ordinance;
- g. Neither receive nor be compensated for service on the Board.

10. All Special Service District Board Members shall:

- a. Meet the requirements of the enabling documents for the special service district and applicable state code requirements, including the Special Service District Act, as amended;
- b. Not be employed by the special service district;
- c. Neither receive nor be compensated for service on the Board.

11. Boards are encouraged to amend their Bylaws to reflect the established appointment process and requirements.

12. Members who are currently serving on Boards who do not meet the requirements stated in this document shall be replaced once their term is completed.

13. In the event that an ordinance is in conflict with this resolution, the ordinance shall prevail.

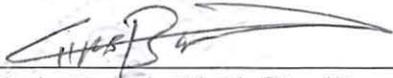
**APPROVED THIS 1<sup>st</sup> DAY OF OCTOBER, 2019, BY THE  
FOLLOWING VOTE:**

**AYE:** Clapper, Morse, Paxman, Wells, Hawks, Halliday

**NAY:** \_\_\_\_\_

**ABSENT:** McGann

**ATTEST:**

  
\_\_\_\_\_  
Chris Baird, Clerk/Auditor

**APPROVE:**

  
\_\_\_\_\_  
Evan Clapper, Chair

**EXHIBIT 1: APPLICATION**



# Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or [council@grandcountyutah.net](mailto:council@grandcountyutah.net)

Board or Commission Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

In what year did you establish your current residency in Grand County? \_\_\_\_\_  
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; **two** years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah) \_\_\_\_\_

Occupation or professional training: \_\_\_\_\_

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

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List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

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**CERTIFICATION**

I have read Resolution No. 3184, I understand the eligibility requirements for serving on the above-named Board or Commission, and I certify, that all the information on this form is true and correct.

Additionally, I have read and understand the County's Professional Ethics and Conflict of Interest Ordinance No. 593 (2019), including my duty to disclose non-restricted conflicts of interest prior to relevant discussions and votes and recuse myself from discussions and votes involving my restricted conflicts of interest.

If appointed, I agree to faithfully attend the meetings and adhere to the State law, County resolution and ordinance, and the Bylaws that govern the Board or Commission on which I am appointed to serve. .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_