

BYLAWS

Article I. Name

The name of this organization shall be **Grand County Budget Advisory Board**, herein after referred to as the Board, which is duty constituted by virtue of Ordinance No. 572 adopted by the Grand County Council, State of Utah, and dated February 6, 2018.

Article II. Object

The purpose of this organization shall be to advise the Grand County Council on matters pertaining to fiscal policies and procedures, and assisting the Grand County Council in fulfilling the statutory responsibilities contained in the Uniform Fiscal Procedures Act for Counties, Utah Code Ann. § 17-36-1 *et seq.*, and as amended.

Article III. Members

Section 1. Board Organization. The Board shall consist of seven members:

- The County's Auditor shall be a permanent member of the Board;
- The Board shall contain one additional County Elected Official who is not a Council member and not the Grand County Attorney;
- The Board shall contain two County Council members;
- The Board shall contain one non-elected County Department Head;
- The balance of the Board shall be comprised of the designated Grand County Budget Officer (if not one of the persons listed above) and any other registered Grand County voter(s) with a demonstrated interest in, or professional knowledge of budgeting and finance.

Section 2. Board Member Appointments. The members of the Board, except the County Auditor and the designated Budget Officer, are appointed by the Council at the beginning of each calendar year to serve a term of two (2) years. Initial Board members, however, will be appointed to serve a term from April 2018 through either December 31, 2018 (approximately 9 months) or through December 31, 2019 (approximately 21 months), as determined by the County Council. Beginning in January 2020, and each January thereafter, appointment of Board members other than permanent positions shall be made by the County Council to serve a term of two years, and may serve up to two consecutive terms if re-appointed by the County Council; the initial partial year will be counted as if it were a full year. Terms for each Board member are determined by the County Council and should be staggered so that approximately half of the terms are completed each year. Board members, except the County Auditor and designated Budget Officer, whom are permanent members, may serve up to two consecutive two-year terms.

Section 3. Board Recommendations. In January of the year following expiring terms, the Grand County Council will appoint the person(s) to fill vacancies from qualified applicants recommended by the Board.

Section 4. Board Vacancies. Vacancies occurring by reason of death, resignation or other cause shall be filled to the date of expiration of the unexpired term by appointment of another person by the County Council.

Section 5. Removal of Members. The Grand County Council may remove any member of the Board at any time and without cause.

Article IV. Officers

Officers elected by the Board shall be elected at the first meeting of every year and serve a term of one year or until a successor is elected from the Board. In the initial partial year, however, all officer terms shall expire December 31, 2018. The officers shall consist of the following positions with their associated duties:

Section 1. Chairperson: The Board shall elect from its members a Chairperson who shall be the presiding officer of the Board. The Chairperson shall be an Elected Official of the County, or the designated Budget Officer. The Chairperson shall be responsible to call meetings, set the agenda, and conduct the meetings.

Section 2. Vice Chairperson: The Board shall elect from its members a Vice Chairperson who shall fulfill the responsibilities in the absence of the Chairperson. The Vice Chairperson shall be an Elected Official of the County, the designated Budget Officer, or a County Employee.

Section 3. Secretary: The Board shall appoint a Secretary to keep all minutes of the meetings and send copies to all Board members. The Secretary shall assist the Chairperson or Vice Chairperson in preparing an agenda for the meetings, post notices and approved minutes of all Board Meetings and keep records to help the Board perform its function. Once the Board has approved the minutes, the official signed copy of the minutes shall be forwarded to the County Clerk/Auditor for retention. Administrative duties of the Secretary may be delegated to the County Council Administrator or a member of their staff.

Article V. Meetings

Section 1. Quorum. Four of the seven voting members of the Board shall constitute a quorum.

Section 2. Regular Meetings. The Board shall hold regular meetings, the date and time of which will be advertised at the beginning of each year within the County and noticed to the local newspaper of record. In the initial year, meetings will be advertised and held each Wednesday, beginning April 4, 2018, at 8:30 a.m. in the County Council Chambers at 125 East Center Street, Moab, Utah, subject to change with advance notice. Meetings shall be in compliance with the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 *et seq.*, and as amended.

Section 3. Electronic Meetings. One or more Board members may participate in public meetings by means of electronic communication in accordance with Grand County Resolution #2944, or its successor and Utah Code Ann. § 52-4-207 *et seq.*, and as amended. Any form of telecommunication may be used, as long as it allows for real-time interaction in the way of discussions, questions and answers, and voting.

For the Grand County Budget Advisory Board, a quorum must be present at the anchor location for a meeting to take place. Anchor location is defined as a Grand County meeting location such as the Grand County Courthouse, Grand Center, Library, or any other physical location where a public meeting is held and from which the electronic meeting originates, or from which the participant(s) is/are connected.

Section 4. Special Meetings and Emergency Meetings. Special meetings and emergency meetings may be called by the Chairperson and shall be in compliance with the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 *et seq.*, and as amended.

Section 5. Sub-committees. Sub-committees may be informally formed during any public meeting and will exist until the sub-committee's purpose has been met or the sub-committee is otherwise deemed no longer necessary.

Section 6. Mandatory Sub-committee. If the Board is reviewing the internal control environment of a Department or Elected Office of one of the Board members, a separate sub-committee shall be formed consisting of at least five of the other Board members to conduct the review. The Board member whose Office or Department is being reviewed shall recuse themselves from any votes regarding the review or recommendations stemming from it.

Section 7. Parliamentary Authority. The Board shall use *Robert's Rules of Order* in conducting business at its meetings with the following exception: When making amendments to budget line items, consensus among Board members in attendance is acceptable instead of a motion and vote; in instances in which consensus cannot be met, a motion and vote will be required per *Robert's Rules of Order*. Consensus is defined as "majority of opinion" or "general agreement."

Article VI. Order of Business

Board matters shall be considered, as far as practicable, in the following order:

- Call to Order
- Approval of Minutes
- Action Items
- Discussion Items
- Future Considerations
- Closed Session(s) if necessary
- Adjournment

Article VII. Amendment of Bylaws

The Board shall adopt and amend Bylaws for the conduct of their meetings and the management of the Board, as they deem proper, but not inconsistent with Grand County Ordinances and the laws of the State of Utah. Proposed Bylaws shall be adopted in accordance with Grand County Ordinance No. 472 (Chapter 2.18 of the codified Grand County Ordinances) or its successor if amended or repealed.

The above Bylaws were duly and regularly introduced and passed at a Regular Meeting of the Grand County Budget Advisory Board, State of Utah on the 17th day of April 2018, by the following vote:

AYES: McGann, Wells, Clapper, Halliday, Hawks, Paxman, Trim

NAYS: _____

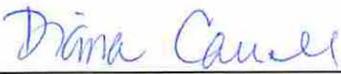
ABSENT: _____

GRAND COUNTY COUNCIL



Mary McGann
Chair

ATTEST:



Diana Carroll
Clerk/Auditor