

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**NOTICE FOR PUBLIC MEETINGS**

**Reference --**

Utah Open and Public Meetings Act, Utah Code Annotated §§ 52-4-101 -- 305 (as amended).

Utah Technology Governance Act, Part 7, Utah Code Annotated §§ 63F-1-701 – 702 (as amended).

Local Government Bonding Act, specifically Utah Code Annotated § 11-14-318 (as amended).

**Purpose --**

The purpose of this policy is to establish the means and procedures for providing public notice for all public meetings held by public bodies within Salt Lake County. It is the intent of Salt Lake County to provide public notice for all public meetings in accordance with the Open and Public Meetings Act (hereinafter the “Act”) Utah Code Annotated §§ 52-4-101 – 305 and all other applicable statutes and ordinances.

- 1.0 Application of the Act – definitions.
  - 1.1 Salt Lake County adopts those definitions of specific terms that appear in the Act at § 52-4-103 for application in this policy.
- 2.0 Notice for Public Meetings.
  - 2.1 Each public body within the county shall provide public notice for meetings in accordance with the Act.
- 3.0 Appointment of owner and posters.
  - 3.1 The county shall appoint an owner to manage and maintain the website, and to oversee access rights to the website for each public body within the county. The county may appoint alternate owners as needed to ensure that the website is kept up to date as it relates to the county, and to ensure that the county complies with the public notice requirements of the Act.

- 3.1.1 The owner may add, edit, or remove public bodies from the website as needed to ensure that the county is complying with the requirements of the Act.
  - 3.1.2 The owner may directly post public meeting notices to public view on the website.
- 3.2 Each public body within the county shall appoint a poster to post public meeting notices to the website. If granted access by the owner, any poster may directly publish public meeting notices to the website.
- 3.3 If the owner has not granted access to a poster for a particular public body, or if a public body has not assigned a poster, then the owner shall post all public meeting notices to the website for that public body. Any public body that does not have a poster assigned to it shall give all public meeting notices to the owner so the owner can post public meeting notices to the website as required by the Act.
- 3.4 The owner may approve, edit, or reject public meeting notices and return them to the poster for revisions if a public meeting notice does not comply with this policy, or the Act.
- 4.0 Public Hearings for the Issuance of Bonds.
  - 4.1 The county shall provide public notice for all public hearings involving the issuance of bonds as required by, and in accordance with, the Local Government Bonding Act.
- 5.0 Notice Requirements under the Americans with Disabilities Act
  - 5.1 Posters shall include with each public notice a statement setting forth the right to request reasonable accommodations consistent with the Americans with Disabilities Act. The following is a sample statement that may be included in the notice:

Reasonable accommodations for qualified individuals may be provided upon receipt of a request with 5 working days notice. Please contact *[insert name and contact information of poster]*. TTY users should call 711.
  - 5.2 An agency shall make every effort to accommodate all requests made under this section. If an agency can not fulfill a reasonable accommodation request because the requestor did not give the agency sufficient time to meet the request, and if it is feasible, the agency may reschedule a meeting, or a relevant agenda item from a meeting, to a time when the request for accommodation can be met.

APPROVED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

SALT LAKE COUNTY COUNCIL

\_\_\_\_\_  
Joe Hatch, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
District Attorney's Office      Date