



UTAH INLAND
PORT AUTHORITY

Board Electronic Meeting Policy

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Revision Table

Version	Effective Date	Revision Author	Summary of Revisions
1.2	May 17, 2022	Jill Flygare	Updated to new policy template Updated statutory language on electronic meetings



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I. Purpose Statement

The policy is intended to ensure compliance with open and public meeting statute and rules.

II. Regulatory / Legislative Requirements

UCA 52-4-207 Electronic Meetings

III. Scope

This policy is established to provide guidelines and procedures for electronic meetings.

IV. References

None

V. Definitions

Term	Definition
None	

VI. Roles & Responsibilities

None

VII. Policy

The Utah Inland Port Authority (UIPA) Board is hereby authorized to hold electronic meetings in accordance with the requirement of Utah State law. The provisions outlined in this policy govern any public meeting at which one or more members of the Inland Port Authority Board may appear electronically or telephonically pursuant to Utah Code 52-4-207.

UIPA's board may convene and conduct an electronic meeting without an anchor location if the chair:

- (a) makes a written determination that conducting the meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location;
- (b) states in the written determination the facts upon which the determination is



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based;

- (c) includes in the public notice for the meeting, and reads at the beginning of the meeting, the information described in paragraphs (a) and (b) above; and
- (d) includes in the public notice information on how a member of the public may view or make a comment at the meeting.

The board may convene and conduct an electronic meeting with an anchor location if:

- (a) the meeting notice will specify the anchor location where members of the board not participating electronically or telephonically will be meeting; and
- (b) where interested persons and the public may attend, monitor, and where applicable may participate in the open portions of the meeting.

If there will be an anchor location, board members are permitted to participate electronically or telephonically. Board members should give reasonable notice to the chair of intent to participate electronically or telephonically. Any member of the board appearing electronically or telephonically will be counted as present for purposes of a quorum and may fully participate in the discussion and vote on any matter. At the commencement of the meeting and when any member of the board appears electronically or telephonically the chair will identify for the record all those who are appearing telephonically or electronically. The chair will confirm on the record any votes by members of the board who are not at the physical location of the meeting.

