

**TOOELE COUNTY
RESOLUTION 2021-03**

**A RESOLUTION ADOPTING A PROCEDURE TO CREATE AND
MAINTAIN RECORDINGS AND MINUTES OF COUNTY COUNCIL
OPEN MEETINGS**

WHEREAS, Utah Code Ann. § 52-4-203(4)(h) requires each public body to establish and implement procedures for the public body’s approval of the written minutes of each meeting; and

WHEREAS, Utah Code Ann. § 52-4-203 includes requirements for the creation and maintenance of recordings and minutes of open meetings; and

WHEREAS, the attached “Procedure for County Council Open Meeting Recordings and Minutes” complies with the requirements of Utah Code Ann. § 52-4-203;

NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE COUNTY COUNCIL that:

1. The attached “Procedure for County Council Open Meeting Recordings and Minutes” is hereby adopted.

2. The attached “Procedure for County Council Open Meeting Recordings and Minutes” shall be followed for all open meetings of the County Council.

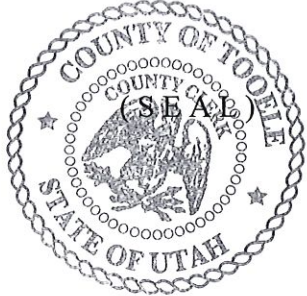
EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

DATED this 2nd day of February, 2021.

Tooele County
Res. 2021-03

ATTEST:


Marilyn K. Gillette, Clerk



TOOELE COUNTY COUNCIL:


Tom Tripp, Council Chair

Council Member Hamner voted aye
Council Member Hoffmann voted aye
Council Member Thomas voted aye
Council Member Tripp voted aye
Council Member Wardle voted aye

APPROVED AS TO FORM:


Colin R. Winchester
Deputy Tooele County Attorney

**PROCEDURE FOR COUNTY COUNCIL OPEN MEETING
RECORDINGS AND MINUTES
Adopted February 2, 2021**

Utah Code Ann. § 52-4-203(4)(h) requires each public body to “establish and implement procedures for the public body’s approval of the written minutes of each meeting.” In compliance with § 52-4-203, the Tooele County Council adopts the following procedures for its open meetings:

1. The Clerk shall record the meeting.
2. Within three days after the meeting, the Clerk shall:
 - (a) make the recording available to the public; and
 - (b) post the recording on the Utah Public Notice Website.
3. Within 30 days after the meeting, the Clerk shall prepare pending minutes (aka draft minutes) and make the pending minutes available to the public.
4. In a regular Council meeting following the preparation of the pending minutes, the Council shall (amend if necessary and) approve the pending minutes.
5. Within three days after approval of the minutes, the Clerk shall:
 - (a) obtain the necessary signature(s) on the approved minutes;
 - (b) post the approved minutes on the Utah Public Notice Website, together with any materials distributed at the meeting; and
 - (c) make the approved minutes, together with any materials distributed at the meeting, available to the public at the Clerk’s Office.
6. The Clerk shall permanently retain the approved minutes.