



**A Policy and Procedural Guide for the Appointment of
Citizens, Staff, and Elected Officials to Serve on
Special Committees**

1. **TITLE:** A Policy and Procedural Guide for the Appointment of Citizens, Staff, and Elected Officials to Serve on Special Committees.
2. **PURPOSE:** To provide written policies and procedures detailing the administration of special committees, providing a description of duties, establishing minimum requirements for service and setting the term for service, and establish the method by which the City Council and Mayor may create these bodies and make appointments.
3. **SCOPE:** These policies and procedures are applicable to all individuals or groups who have been delegated responsibility in support of any Sandy City Special Committee. They apply to all special committees except as superseded by local, state, or federal law. Committees that shall adhere to the policies and procedures found within this manual include the Arts Guild, Civic Center Architectural Review Committee, Historic Committee, Community Development Block Grant (CDBG) Committee, and the Public Utilities Advisory Board. Other special committees may be added to the scope of this manual by joint resolution of the Mayor and City Council.
4. **EXCEPTIONS:**
 - a. Individual committee bylaws may further define the requirements found in this manual.
 - b. This manual doesn't apply to any external committee, board, or commission, regardless of whether or not the Mayor or Council appoint one or more representatives to said committee.
 - c. This manual doesn't apply to any statutory committee, board, or commission required by federal, state, or local law.
 - d. This manual doesn't apply to any executive committee as defined in Title 6-2-7 of the Sandy City Code: *The Mayor may solicit the advice of private parties and may administratively establish, drawing from City personnel and private parties, and executive committees to assist and provide counsel in the administration of City affairs. Any such committees so organized shall report to, be coordinated by, and have a liaison with the City through the executive branch of City government in a manner designated by the Mayor.*
 - e. This manual doesn't apply to any ad-hoc committees created by the Mayor or Council that are temporary in nature.
5. **DEFINITIONS:** The following terms and definitions apply:
 - a. **Special Committees (Committee):** A standing group of Sandy City residents, Sandy City business owners, experts, or other individuals who are jointly appointed by the Mayor and City Council to advise them on matters of importance to the City.
 - b. **Committee Member (Member):** An individual who is appointed by the Mayor or City Council to serve on a special committee who is not serving as a staff or council liaison.
 - c. **External Committee, Board, or Commission:** Refers to a Committee, Board, or Commission that is not operated or organized by Sandy City, but instead by a group or organization external to the City. These committees, boards, or commissions sometimes host liaisons or representatives who are appointed by the Sandy City Mayor or Council.

- d. **Term:** Will mean the duration of any appointment to a board, commission, or committee or as a committee member, officer, liaison, or representative.
- 6. RESPONSIBILITY:** The following entities have responsibility in committee appointment and administration
- a. **Special Committee:** It is the responsibility of special committees to advise the City Council regarding legislative matters and to advise the Mayor regarding administrative matters. A special committee has no final decision making authority.
 - b. **City Council:** It is the responsibility of the City Council ("Council") to appoint qualified individuals as committee members. The Council may also appoint individual Council Members as Council Liaisons as described herein. Both council appointed committee members and council liaisons serve at the pleasure of the City Council.
 - c. **Mayor:** It is the responsibility of the Mayor's Office ("Mayor") to appoint qualified individuals as committee members. The Mayor, or his appointee, will coordinate all staff activities for the committees including the appointment of one or more staff liaison's as described in this manual for each committee. Both mayoral appointed committee members and staff liaison's serve at the pleasure of the Mayor.
 - d. **Council Liaison(s):** Appointed by the Council majority as described herein. A Council liaison will serve as an ex-officio, non-voting committee liaison and may assist their assigned committee in the following ways:
 - i. Informs the committee members about items of special interest, as directed by the Council.
 - ii. Reports on actions of the committee to the City Council.
 - iii. Actively participate in the meeting.
 - e. **Chairperson:** The Chairperson is a Committee Member appointed to a one-year term as elected at-large by the members of said committee. The Chairperson will:
 - i. Work with the staff liaison to set meeting agendas.
 - ii. Lead each meeting of the committee ensuring that the committee members and those in attendance adhere to the rules of procedure adopted by the committee.
 - iii. Advise the staff liaison and assist them with their duties.
 - f. **Vice-Chairperson:** The Vice-Chairperson is a Committee Member appointed to a one-year term as elected at-large by the members of said committee. The Vice-Chairperson will:
 - i. Execute all powers of the Chairperson in their absence.
 - g. **Staff Liaison(s):** Appointed by the Mayor as described herein. Staff liaisons will serve as an ex-officio non-voting committee liaison and will assist their assigned committee in the following ways:

- i. Serves as the secretary and treasurer of the committee.
 - ii. Develops, sets, and publishes the meeting agenda in consultation with the chairperson.
 - iii. Keeps a record of meeting audio recordings, notes, and minutes.
 - iv. Informs the committee members of items of special interest.
 - v. Ensures that the work of the committee complements City goals.
 - vi. Monitors committee member participation and terms making it known to the City Council and Mayor when member appointments are due to expire.
 - vii. Represents the committee to the Mayor's Office, City Staff, and other committees.
 - viii. Makes committee presentations to the City Council as needed.
 - ix. Researches and provides background information and analysis on issues under consideration by the committee.
 - x. Drafts letters, memorandums, and other items of communication as requested by the committee.
 - xi. Provides professional and technical assistance to the committee.
 - xii. Facilitates any required or necessary training for the committee.
 - xiii. Ensures that the committee adheres to all applicable laws, ordinances, and policies.
- h. **Special Committee Members:** Have the responsibility to fulfill the goals, mission, and agenda of the committee they represent as full voting members.
 - i. **Alternate Special Committee Members:** Have the responsibility to attend all meetings, but not vote on committee decisions unless serving in the place of a regular committee member. When an alternate is needed to fill the place of a regular member, the alternates will rotate the responsibility.
 - j. **City Council Executive Staff:** Will maintain a directory of all committees; In addition, council staff will solicit applications for committee membership.

7. PROCEDURES

- a. All special committees shall be created by joint-resolution of the Mayor and City Council. When a new committee is created it shall be added to this manual, and will adhere to the policies and procedures prescribed within.
- b. In addition to this manual, each committee will operate under its own set of bylaws to be adopted by the committee and approved by the Mayor and City Council through a joint resolution.

- c. Each committee will hold meetings as required by their committee bylaws, and at such times as required by the Staff Liaison(s), the Mayor, or a majority of the City Council. All meetings of each special committees shall at minimum:
 - i. Publish annually an anticipated meeting schedule for the upcoming year including the date, time, and place of the anticipated meetings to the Utah Public Notice Website.
 - ii. Publish an agenda for each meeting at least 24 hours prior to the start of the meeting, posting one copy on the Utah Public Notice Website and one physical copy at City Hall. The agenda must detail each item that will be discussed, if an item is not on the agenda no final action can be taken on that item.
 - iii. Publish the date, time, and place of each individual meeting on the Utah Public Notice Website and at City Hall.
- d. Sandy City requires that each committee keep minutes via an audio recording of all meetings.
 - i. The audio of all committee meetings shall be recorded. The recording must include the date, time, place, and committee members in attendance at the meeting and are public documents that must be made available to the public. The audio recording must be complete and unedited.
- e. Generally all parts of committee meetings shall be open to the public. The rare circumstances when a meeting can be closed to the public can be found in Utah State Code Title 52-4.
- f. Committees generally receive no funding. Funding requests may be considered by the City Council on an annual basis prior to the adoption of the annual Sandy City Tentative Budget, or as otherwise deemed necessary by the City Council.
- g. Each committee, excluding the CDBG Committee, will consist of a minimum of three (3) and as many as seven (7) voting committee members. As many as five (5) appointed by a quorum of the City Council, and as many as two (2) appointed by the Mayor. The CDBG Committee will consist of a minimum of three (3) and as many as nine (9) voting committee members. As many as seven (7) appointed by a quorum of the City Council, and as many as two (2) appointed by the Mayor.
- h. Two alternate committee members may be appointed to each committee, one by the Mayor and one by a quorum of the City Council.
- i. Appointments of Committee Members will be for a term of two years. Appointments will be staggered to four (4) on odd numbered years and three (3) on even numbered years. Appointments will begin on January 1 and end on December 31. Appointments to vacant positions will serve to complete the unfulfilled term of service left by the vacancy. Any alternate committee members will be appointed on even numbered years. The CDBG Committee shall define an appointment process within the Committee Bylaws. Citizen Committee Members serve on a volunteer basis without compensation.

- j. It is the responsibility of the Mayor and the Council to monitor committee progress, recruit service members, and make timely appointments to said committees.
- k. The staff liaison, or the council liaison may recommend that the Mayor terminate a Mayoral appointment, or that the City Council terminate a Council appointment and declare the position vacant. The Mayor may not terminate a Council appointment, and the Council may not terminate a Mayoral appointment.
- l. It is appropriate for the Mayor and members of the City Council to recruit and ask to serve select citizens whose talents, expertise, and interest are most aligned with the mission, goals, and agenda of the committee in question.
- m. The City will maintain on file, for a period of two years, applications for committee service for review of the Mayor or City Council at any time.
- n. Should no action be taken by either the Mayor or the City Council to fill committee vacancies the incumbent committee members and liaisons, shall continue serving until such action takes place.
- o. The Mayor, or the Mayor's designee, shall appoint one or more non-voting Staff Liaisons for each committee who will serve to assist the committee as described herein. These Liaisons serve at the pleasure of the Mayor.
- p. With a majority vote, Citizen Committee Members may request in writing, through the Office of the Mayor, a change in assigned Staff Liaison for cause.
- q. The City Council may choose to appoint a maximum of two (2) ex-officio, non-voting, Council Liaison(s) for each committee who will serve to assist the committee as described herein. These Liaisons serve at the pleasure of the City Council.
- r. The City Department(s) under which a newly formed committee functions shall be designated by the Mayor.
- s. The Committee Chairperson, a majority of the Committee, the Staff Liaison, the Mayor, or a quorum of the City Council may request that an item be added to a committee meeting agenda providing the request provides a reasonable amount of time for the agenda to be amended if necessary.
- t. No committee member, officer, or liaison, has the authority to represent, act, or negotiate on behalf of the City or to commit City funds for any purpose.
- u. A majority of the voting membership in attendance at any meeting of a Special Committee will constitute a quorum. A quorum is necessary to act on any agenda item. The positive or negative vote of the full quorum is required to approve or deny any action by the committee.
- v. All committees may solicit other volunteer help to serve as deemed appropriate by the staff-liaison or a quorum of the voting members.
- w. Members of any special committee are subject to the "Municipal Officers and Employees Ethics Act" as found in Title 10-3-13 of the Utah State Code.

Adopted: September 11th, 2018

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- 8. MINIMUM REQUIREMENTS:** Except as superseded by said bylaws, local, state, or federal laws; a person filing an application for a position on a committee shall:
 - a. Undergo a state and local background check through the Records Division of the Sandy City Police Department.