

Council Roles and Responsibilities

**COUNCIL  
MEMBER  
COMMITTEE  
ASSIGNMENTS**

## **SUBJECT: Council Member Committee Assignments**

### **BACKGROUND:**

Sandy City Council Members serve as representatives on several committees, boards, and commissions (henceforth referred to as committees) both internal and external to the City itself. It is the role of the City Council Body to select which of its members be assigned to each of these committees. This policy is intended to outline procedures that the City Council shall follow in making those assignments.

### **POLICY:**

- I. No later than the final regularly scheduled City Council meeting each January the Council shall, by resolution, assign members of the Council to serve as its representatives on all committees that require a Council representative.
  
- II. Each committee representative's term shall begin at 12:00 AM, the day immediately following the adoption of the assignment resolution and shall expire at 11:59 PM the day prior to the assignment of a new representative as designated by the adoption of a new assignment resolution. It's intended by the Council that each representative serve for a term of approximately one year, though additional terms or back-to-back terms may be granted by the Council at its sole discretion.
  - a. Exceptions:
    - i. To better align with the Utah Legislative Session, the Council assigned representatives to the Utah League of Cities and Towns Legislative Policy Committee shall serve for a term beginning at 12:00 AM on July 1<sup>st</sup> and ending at 11:59 PM the day prior to the assignment of a new representative as designated by the adoption of a new assignment resolution
  
    - ii. To better align with the operating period for each cohort of the Sandy Youth Council, the representatives to the Youth Council shall serve for a term beginning at 12:00 AM on May 1<sup>st</sup> and ending at 11:59 PM the day prior to the assignment of

a new representative as designated by the adoption of a new assignment resolution

- iii. The Salt Lake County Convention Facilities Advisory Board requires representatives to serve a term of three years. Council assignments to this Committee shall align with the bylaws, rules, term lengths, appointment procedures and other regulations prescribed by Salt Lake County and the Salt Lake County Convention Facilities Advisory Board.

III. Assignment Resolutions: Amongst other necessary information, Assignment Resolutions shall include the following:

- a. The name of each committee
- b. A brief description of each committee
- c. Up to date committee meeting date, time, and location
- d. Up to date contact information for the committee
- e. The name(s) of the Council member(s) being assigned to each committee

Date of original adoption:

Dates of amendment:

