

**Sandy City Council**  
Legislative Policies and Procedures

**SUBJECT: Electronic Meetings**

**BACKGROUND:**

Utah Code Annotated 52-4-207 authorizes the Sandy City Council to conduct electronic meetings if the Council adopts a legislative rule or policy governing the use of electronic meetings.

The purpose of this policy is to: 1) guide the establishment of electronic meetings of the City Council, and 2) establish the parameters for remote, electronic participation of a Council Member in a Council Meeting.

**POLICY:**

**A. Electronic Meetings of the City Council**

1. The City Council may hold an electronic meeting when a majority of Council Members cannot be physically present at City Hall or other designated meeting location.
2. In accordance with Utah Code Section 52-4-207, when the City Council conducts an electronic meeting, it shall
  - a. Give public notice of the meeting:
    - i. in accordance with Section 52-4-202; and
    - ii. post written notice at the anchor location.
  - b. The City Council Office or responsible staff shall also provide:
    - i. Notice of the electronic meeting to the City Council Members at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and
    - ii. A description of how the Members will be connected to the electronic meeting
  - c. At least one anchor location including City Hall must be established where interested persons and the public may attend and monitor the open portions of the meeting, and if applicable, participate in a public hearing.

**B. Remote participation of a Council Member in a City Council meeting**

1. Council Members should notify the Chair and the Council Office staff of their

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need to participate remotely in a meeting with as much advanced notice possible in order for technical arrangements to be made allowing their participation.

- i. Video conferencing from a mobile platform such as Skype, Facetime, or Google Hangouts is the preferred method of remote participation.
    - a. When video conferencing is not feasible, a telephone connection may be established.
- 2. The Council Chair may restrict the number of remote connections for away members of the Council that are allowed for an electronic meeting based on available equipment capability. Connections will be provided on a first notified, first served basis.
- 3. The Council may establish other procedures, limitations, or conditions governing electronic meetings not in conflict with State statute.

**History:**

Revision: June 7, 2016