

**UTAH COUNTIES INDEMNITY POOL  
BOARD MEETING RULES OF ORDER AND PROCEDURE POLICY**

**SECTION I. Effective Date and Frequency of Review.**

- A. The effective date of this policy is April 19, 2018.
- B. This policy should be reviewed annually, but not less than every three years by the Board. This policy will also be reviewed any time that changes to laws or rules governing the rules of procedure of board meetings of interlocal agencies are amended in a manner which would require review and update to this policy, or when the individual serving as Chair of the Board is changed.
- C. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
- D. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

**SECTION II. Purpose.**

- A. This policy outlines the Rules of Procedure of meetings of the Board in accordance with U.C.A. §11-13-404(3)(b)(i) and the UCIP Interlocal Agreement.
- B. The purpose of having formal written rules of procedure is to assure efficiency and compliance in all meetings conducted by the Board.

**SECTION III. Authority.**

- A. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

**SECTION IV. Applicability and Scope.**

- A. This policy applies to all Meetings of the Board when acting as a Public Body.
- B. Meetings of the Board will include Meetings held in person and electronically. Meetings held electronically will also comply with the policies and procedures identified in the Electronic Meeting Policy of the Board.

**SECTION V. Definitions.**

- A. “Agenda” means the properly noticed list of items for discussion, deliberation or action of a meeting of the Board.

- B. “Board means the UCIP Board of Directors.
- C. “Chair” means the individual conducting a meeting of the UCIP Board of Directors.
- D. “Clerk” means the individual taking the minutes of a meeting of the Board.
- E. “Meeting” means a meeting as defined in OPMA.
- F. “Public Body” has the meaning as defined in OPMA.
- G. “OPMA” means the Utah Open and Public Meetings Act.

**SECTION VI. Policy Statements.**

- A. These rules of procedure shall be made available to the public at each meeting of the Board and on the UCIP website.
- B. The individual Board member who chairs a meeting of the Board shall assure these rules of procedure are adhered to during the meeting.

**SECTION VII. Procedures and Responsibilities.**

The Board has adopted a code of conduct for its meetings which follows three basic rules of conduct:

1. Courtesy is required at all times;
2. Discussion of other member’s motives is never allowed; and
3. No one may speak on a motion a second time until everyone who wishes to do so has spoken once.

The following formal rules of procedure shall be used for each meeting of the Board:

- A. The Chair of a meeting of the Board shall call the meeting to order at the time shown in the notice of each such meeting.
- B. The roll of members present shall be called at each meeting and recorded in the minutes.
- C. The Chair shall conduct the meeting in an orderly, efficient and civil manner, and in accordance with all requirements of OPMA.
- D. The Chair shall assure no deliberation or action is taken on an item which was not properly noticed on the agenda.

- E. The Chair shall open each item on the Agenda for discussion, deliberation and/or action, in the order shown on the properly noticed Agenda, unless the order of the Agenda has been modified by action of the Board.
- F. No person attending the Meeting, either in person or through electronic means, shall address the Board until they have been recognized by the Chair. A person recognized shall surrender the floor when asked by the Chair to do so.
- G. The Chair shall not unreasonably refuse to recognize a member of the Board when the Board member requests to be recognized for purposes of discussion or making a motion on an item on the Agenda.
- H. The Chair shall have discretion to recognize staff, invited guests and the public to provide information or answer questions of the Board on items noticed for action or discussion on the agenda. The Chair shall have discretion to limit time provided to staff, invited guests and the public when they are recognized to speak on an item.
- I. A member of the Board who has been recognized by the Chair may make a motion to take action on an item that the Chair has opened for discussion on the Agenda, unless the motion for action is beyond the scope of the properly noticed Agenda item.
- J. The Chair shall solicit a second on a motion made by a member of the Board.
  - 1. If no member of the Board seconds the motion, the Chair shall announce the motion failed for lack of a second.
  - 2. If a motion is made and seconded, the Chair shall solicit further discussion of the Board on the motion.
  - 3. A member of the Board seconding a motion may request a friendly amendment to the motion prior to seconding the motion. If the member of the Board who made the motion agrees to the friendly amendment, the Chair shall move forward with the amended motion.
- K. A friendly amendment may be made by a member of the Board who is not the maker or second of a motion. The Chair shall confirm the maker and second of a motion are in favor of the friendly amendment before the motion is amended.
- L. A motion may not be made by a member of the Board if a motion that has been seconded is pending, to avoid multiple motions being open simultaneously.
- M. If a motion fails for lack of a second, or fails upon a vote of the Board, a new motion may be made by any member of Board on the item, once they have been recognized by the Chair.

- N. A member of the Board who believes further discussion on a motion is not needed may call the question to have a vote taken on the motion.
- O. The Chair shall call for a vote on the motion when satisfied there is no further discussion on a motion necessary, or the question has been properly called.
  - 1. The Chair shall call for a vote on a motion by repeating or having the Clerk repeat the motion and asking for all those in favor to signify by specific sign, and all those opposed to signify by specific sign.
  - 2. If the vote on a motion is not unanimous, the Chair shall conduct a roll call vote to assure the vote of each member of the Board is documented in the minutes of the meeting.
- P. When all business to be conducted on the Agenda has been completed, the Chair shall solicit, or a member of the Board may offer, a motion to adjourn the meeting. If a second is made on a motion to adjourn, the Chair shall adjourn the meeting without debate.

**SECTION VIII. Revision History.**

- A. Original Policy Adoption: June 2014
- B. Revised: April 19, 2018
- C. Revised: June 21, 2019

**SECTION IX. Appendices.**

- A. There are no appendices to this policy.