

UTAH COUNTIES INDEMNITY POOL AGENDA ITEM REQUEST POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is June 18 of 2021.
2. This policy should be reviewed annually, but not less than every five years by the governing body. This policy will also be reviewed any time that changes to laws or rules governing open public meetings are amended in a manner which would require review and update to this policy.
3. 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 or recommendations are made by the UCIP Board Chair or CEO, which would require review and update to this policy.
4. 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.
5. 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 B PURPOSE

1. This policy outlines the policy and procedure related to having an item placed on the agenda of a regularly scheduled meeting of the Board with the intent to:
 - a. Provide a procedure to allow persons access to request an item be placed on the Board's meeting agenda for deliberation and/or action;
 - b. To assure meetings of the Board comply with all requirements of the Utah Public and Open Meetings Act, and more specifically, the meeting agenda meets requirements of the Act.
 - c. To assure all meetings of the Board are conducted as effectively and efficiently as possible.

SECTION C AUTHORITY

1. The Board has authority to implement this policy under the UCIP Interlocal Agreement and Bylaws.

SECTION D APPLICABILITY AND SCOPE

1. This policy applies to development and approval of all agenda for all public meetings of the Board with the exception of emergency meetings as defined in the Act.
2. Nothing in this policy is meant to create any right to any person to have an item placed on the agenda of the Board, nor limit any such right any person may have under the laws of the State of Utah.

SECTION E DEFINITIONS

1. Agenda: the properly noticed list of items for discussion, deliberation or action of a meeting of the Board.
2. Act: the Utah Open and Public Meetings Act.
3. Board: the Board of Directors of the Utah Counties Indemnity Pool.
4. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
5. Chair: the individual conducting a meeting of the UCIP Board of Directors.
6. Clerk: the individual assigned by the UCIP Board of Directors to prepare the agenda for meetings of the Board.
7. Director: any individual member of the UCIP Board of Directors.
8. Meeting: a meeting as defined in OPMA.
9. Member: a currently participating Member of UCIP.
10. OPMA: the Utah Open and Public Meetings Act.

SECTION F POLICY STATEMENTS

1. The Board intends to assure all items discussed, deliberated or acted upon at an open public meeting of the Board have been properly noticed to the public in advance of the meeting, with reasonable specificity, in accordance with the Act.
2. The Board intends to conduct all meetings efficiently and effectively in part by assuring all items placed on the agenda for discussion, deliberation or action are timely, pertinent and within the scope of authority of the Board.
3. The Board considers agenda items such as Other Business, Open Forum or Public Comment not to meet the intent of the Act's requirement for each agenda item to provide "reasonable specificity" of the item to be discussed or acted upon.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. Directors. A Director may request an item be placed on the meeting agenda by making such request to the Clerk, either in writing or orally no later than 26 hours in advance of the meeting.
2. Members. An elected or appointed official of a Member may request an item be placed on the meeting agenda by making such request in writing to the Clerk no later than 26 hours in advance of the meeting.
3. CEO. The CEO may request an item be placed on the agenda by making such request to the Clerk, either in writing or orally no later than 24 hours in advance of the meeting.
4. Staff. UCIP staff other than the CEO may request an item be placed on the agenda by:
 - a. If the item is UCIP business related the employee is urged to work with the CEO to have such request made by the CEO, but may make such a request using the procedure for members of the public;
 - b. If the agenda item is of a personnel nature the employee is urged to work with the CEO to have such request made by the CEO, but may make such a request using the procedure for members of the public; or
 - c. If the agenda item is of a personal nature, such request must be made using the procedure for members of the public.
5. Members of the Public. A person may request an item be placed on the agenda of the Board by completing the Request for UCIP Meeting Agenda Item form and presenting the form to the Clerk either in person, by mail or electronically no later than 10 days prior to the scheduled meeting. The Request for UCIP Meeting Agenda Item form will be made available to the public upon request to the Clerk, at the UCIP offices and on the UCIP website.
6. Compliance with Act. All agenda item requests must provide adequate information on the issue to be discussed under the agenda item, to assure the agenda describes the topic of the item with “reasonable specificity” to comply with the Act.
7. Review of Requests. All Request for UCIP Meeting Agenda Item forms submitted to the Clerk shall be provided to each member of the Board. The Chair may accept a request, or if not accepted by the Chair, the request may be accepted by consent of four or more other Directors. If accepted by the Chair or other Directors, the Clerk shall place the item on the agenda.
8. Final Agenda Review. The Clerk, or clerk-designee, shall provide the Chair of the governing body a draft of the agenda for final review and approval with adequate time to

allow the Chair to review and approve the agenda no later than 24 hours in advance of the meeting.

9. Items Not Properly Requested. The Clerk shall assure the agenda noticed in compliance with the Act is the agenda as approved by the Chair under this policy and procedure and shall not place or allow to be placed on the agenda any item that was not approved in accordance with this policy and procedure.
10. Posting Agenda as Part of Meeting Notice. The Clerk shall post the final agenda approved by the Chair as part of the meeting notice in compliance with the notice requirements of the Act.
11. No agenda item may be added to the agenda within 24 hours of the meeting.

SECTION H REVISION HISTORY

1. Adopted: June 18, 2021
2. Revised: August 15, 2024

SECTION I APPENDICES

1. There are no appendices to this policy.