



THE TOWN OF
EATONVILLE
THE TOWN THAT FREEDOM BUILT EST. 1887

SPECIAL EVENTS ADVISORY COMMITTEE (SEAC)

Members

The members of this board shall be residents, own property or operate a business within the Town limits. The board shall consist of members with experience or interest in the following fields of expertise:

- Community development
- Community relations
- Economic development
- Educational or sports education
- Entertainment or media industries
- Fundraising
- Marketing
- Public relations
- Special event coordination
- Special event promotion
- Sponsorship
- Tourism

The board shall consist of five members and two alternate members. The members of the board shall serve for 3-year terms at the pleasure of the Town Council without compensation. If any member fails, without cause, to attend at least 75% of all meetings held during any calendar year from the date of appointment by the Town Council, the member's seat shall be declared vacant by the chair and such vacancy shall be reported in writing to the Town clerk.

Recreation Staff Member(s)

- Manage administrative needs of the Committee including drafting, posting, and distributing agendas for each meeting and bring agenda and minutes to be approved to meetings with necessary attachments or supporting documents.

- Communicate with Committee Members regarding Committee Business, including policies, research, outreach, and event information.
- Provide input, serve as a resource for the Committee, and provide input to the Town related to, or at the request of the Committee.
- Prepare and present Staff Reports on recommendations to the Administration and/or Town Council.
- Coordinate Public Relations and Media or Communications Plans on behalf of the Town and Special Events Advisory Committee.
- Coordinate communication with other City Departments on projects and assist in obtaining department approvals with regards to Events related activities.
- Provide feedback to the City Council on the work of the Committee.

Duties

The Town clerk shall swear the members of the board to perform the duties of the office. The duties of the board are as follows:

1. Act in an advisory capacity to the Town Council in matters relating to special events proposed to the Town which are:
 - a. Open to the public
 - b. Held within the Town limits in spaces which are overseen by the Town.
 - c. Expected to attract more than 1,000 people.
 - d. Requesting the Town Council approve a waiver or a reduction of fees or cash sponsorship.
2. Endeavor to facilitate quality cultural and artistic events that enhance the quality of life for the citizens of the Town and provide exposure and positive social and economic impacts for the Town, by either recommending or withholding recommendation of funding to the Town Council for a special event that meets the 4 criteria described in Subsection 1 of the duties based on a competitive process.
3. Recommend to the Town Council special events that should receive Town sponsorship by a reduction or waiver in the fees charged for the use of public property and/or the cost of services to be provided by the Town, based on a weighted scale of merit.
4. Recommend regulations for the conduct of special events that will increase interest therein to the citizens, residents, and visitors of the Town generally, as far as the same are not in conflict with the Town Code and state statutes.
5. Have such other advisory duties granted by the Town Council consistent with successful special events held within the Town.

Conducting Business

The Committee shall not conduct any business at a meeting unless the meeting is noticed, and quorum is present at the site of the meeting. A quorum shall consist of a simple majority of the voting members, which for SEAC is no less than 3 (three) voting members at the site of a meeting.

Committee members are responsible for disclosing any conflicts of interest with regards to their association with particular Special Events or businesses.

Electronic Participation is allowed and shall be counted as attendance, however, in order to participate electronically, there must be a quorum at the meeting site (for SEAC, this is 3 members at the site of meeting).

1. Committee members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
2. No more than one (1) form of electronic voice or video participation shall be permitted at a meeting.
3. Committee members may not participate electronically through electronic mail (email) or text message.
4. Committee members are not permitted to send text messages or electronic mail (email) regarding committee business to other committee members or members of the public during meetings.

Closed meetings may only be held for purposes authorized by U.C.A. 54-4-5, as amended. A quorum for the transaction of business shall be a simple majority of the Committee Members.

Minutes and recordings shall be kept at all meetings.