

## **EXPLANATION OF AGENDA ITEM FOR WORK SESSION**

### **PURPOSE:**

The purpose of this agenda item is to introduce revised policies and procedures for the San Juan County Board of Commissioners. These updated guidelines clarify how meetings are organized, how business is conducted, and how voting takes place. By adopting these rules, the Board will comply with statutory requirements and ensure all public meetings are conducted consistently and transparently. The Commission is required by statute to adopt rules of order and procedure. (See Utah Code Annotated §17-64-303(2)(a).

Every governing entity with a board and officers—such as boards of commissioners, directors, managers, or trustees—must follow rules that outline the processes for calling meetings, conducting business, and voting. State law requires each county legislative body to adopt formal rules of order and procedure and to conduct all public meetings in accordance with those rules.

If approved, these policies and procedures will ensure that San Juan County meets all relevant legal standards. They will serve as the official document guiding the internal operations of the Board during public meetings. The scope of these policies is limited to the Board of Commissioners for any public meetings. It does not extend to other matters or entities.

### **HISTORY:**

These updated policies replace older rules of order and procedure that were adopted previously but have since become outdated and difficult to interpret. The County has spent nearly a year developing these revisions, relying heavily on input from its risk management provider, who participated in several Commission work sessions. Numerous changes have been made to address various concerns. The document is thorough and that further changes would be superfluous.

### **COMMENTS:**

The original framework for these policies and procedures was provided by the County's risk management consultants, who are highly knowledgeable about government rules of order and procedure.