

Bylaws

Utah League of Cities and Towns

SECTION I NOMINATIONS COMMITTEE AND ITS PERFORMANCE

1. The Nominations Committee shall be comprised of 11 members and a chairperson. The membership of the Nominations Committee, all of whom shall be elected officials from cities or towns in good standing or the immediate past president of the League, shall be appointed with consideration for geographic representation and further consideration for distribution on the basis of population among the member cities and towns.
2. No person selected to serve on the Nominations Committee shall be a candidate for the position of Second Vice President nor be a candidate for election to a position on the Board of Directors of the Utah League of Cities and Towns. The President of the Utah League of Cities and Towns shall appoint the committee members with approval of the Executive Committee.
3. The Chairperson of the Nominations Committee shall be the Second Vice President of the Utah League of Cities and Towns. The Chairperson of the Nominations Committee is a nonvoting member except in cases of a tie.
4. Elected officials chosen to serve on the Nominations Committee shall be selected from a list of persons prepared for the League President by the Executive Director. It shall be prepared from names of persons recommended to serve on the committee by a member of a governing body of a member city or town in good standing, a member of the Board of Directors and Officers, or recommendations of the Utah League of Cities and Towns' staff. These names shall be submitted to the League's office prior to the closing date set by the Executive Director.
5. The appointment of persons to serve on the Nominations Committee shall be made in August.
6. To encourage widespread interest in participating on the Nominations Committee and in the nomination of persons to serve on the Board of Directors of the Utah League of Cities and Towns or as Second Vice President, the Executive Director shall communicate by the end of June with each city or town in good standing for the purpose of announcing the formation of the Nominations Committee and requesting that they submit nominations for membership on the committee to the League's offices by the deadline.
7. The Nominations Committee shall meet in an appropriate place, or remotely, no later than noon of the day of the opening of the League's Annual Convention for the purpose of final consideration of the nominations to be placed before the League's membership during the Business Session.

SECTION II RESOLUTIONS COMMITTEE AND ITS PERFORMANCE

1. The Resolutions Committee shall be comprised of the members of the Legislative Policy Committee and shall follow the rules, bylaws, and procedures of the LPC.
2. The First Vice President of the Utah League of Cities and Towns shall serve as the Chairperson of the Resolutions Committee.
3. A meeting of the Resolutions Committee may be held prior to the ULCT Conference at a time and place to be set by the Committee Chairperson.
4. If the Chairperson chooses not to call a meeting prior to the ULCT Conference, the first meeting shall be held in an appropriate place on the day immediately preceding the opening day of the ULCT Conference for the purpose of reviewing and considering the merits of proposed resolutions submitted by the membership. During this meeting the Resolutions Committee shall deliberate, approve, or disapprove with or without amendments the submitted resolutions. Approved resolutions shall be forwarded to the membership at the business session. Disapproved resolutions shall be held by the Resolutions Committee. Also, the Resolutions Committee shall, if it desires, prioritize the approved resolutions.
5. Resolutions may be accepted by the Resolutions Committee by a 2/3 vote of those present at the time of the vote. Resolutions submitted after the close of the Resolutions Committee, but before the beginning of that portion of the ULCT business meeting during which resolutions are to be voted upon must have the supporting signatures of (20) twenty voting delegates to be brought before the voting delegates during the business session. Resolutions may be submitted in outline form indicating concepts or in a fully developed format.
6. During the business session, a resolution shall be enacted by a majority of the votes present.

SECTION III CREDENTIALS COMMITTEE AND ITS PERFORMANCE

1. The Credentials Committee shall be comprised of five persons selected by the President with concurrence of the other members of the Executive Board and may include ULCT staff members.
2. The chairman of the Credentials Committee shall be appointed by the President.
3. The duties of the Credentials Committee shall include the development of a list of voting delegates and the alternate voting delegates as provided by the member municipalities registering for participation in the League's Annual convention, certification of the delegates to the convention who are serving as voting or alternate voting delegates, maintenance of records relating to the nomination and certification of voting cards to the

certified voting delegates, maintenance and operation of the Credentials Desk at the registration site during the League’s Annual Convention and certifying to the chairman of the Business Session the ability of a person to act in the capacity of voting delegate, should that right be questioned for whatever the reason.

4. The Credentials Committee shall also certify to the chairman of the Business Session the total number of delegates to the Convention.

SECTION IV PROVIDING FOR DEVELOPMENT OF A WEIGHTED VOTING SYSTEM TO BE USED IN CONJUNCTION WITH THE BUSINESS SESSION OF THE LEAGUE’S ANNUAL CONFERENCE FOR THE PURPOSE OF ELECTING PERSONS TO THE BOARD OF DIRECTORS AND VOTING UPON RESOLUTIONS AND OTHER MATTERS BROUGHT TO THE FLOOR FOR DELIBERATION RESULTING IN ACTION TO BE TAKEN IN THE FORM OF A VOTE BY PARTICIPATING DELEGATES.

1. In order to provide recognition of the importance of and encourage participation in the business session, cities and towns shall be divided into six categories according to population with each given a weighted vote as follows:

<u>Category</u>	<u># of Votes</u>
1) Towns	2
2) Cities of the fifth class	4
3) Cities of the fourth class	5
4) Cities of the third class	8
5) Cities of the second class	10
6) Cities of the first class	12

2. All voting or alternate voting delegates must be representatives of cities or towns which are members in good standing of the Utah League of Cities and Towns on or before the opening day of the League’s Annual Conference.
3. All voting or alternate voting delegates may hold either elected or appointed offices in the municipal government which they represent.
4. Each municipality shall appoint in the manner provided by statute or in those cities having an alternate form of government (sec. 10-3-01 Utah Code Annotated) - according to local ordinance, practice, or rule, persons to serve as voting and alternate voting delegates, and shall submit their name(s) to the Utah League of Cities and Towns no later than the opening day of the League’s Annual Conference. The League encourages the appointment of mayors and councilmembers to the positions of voting and alternate voting delegates.
5. Persons chosen to represent the city or town in good standing as a voting or alternate voting delegate during the Business Session must be registered as a delegate to the Conference during which voting takes place.

6. No proxy voting shall be permitted during the conduct of the Business Session. However, if the Business Session involves remote participation, credentialed participants may vote remotely.
7. The Executive Director of the Utah League of Cities and Towns shall arrange for suitable seating of the voting and alternate voting delegates in the hall where the business session is to be conducted.

SECTION V ULCT POLICY COMMITTEE STRUCTURE

1. The Legislative Policy Committee (LPC) shall consist of no fewer than 50 members.
 - A. Membership of the committee will be made up of the ULCT Board of Directors and the ULCT Past Presidents still holding municipal elective offices.
 - B. In addition to subsection A, member cities and towns will nominate up to three additional voting members to serve on the Legislative Policy Committee.
 - C. Member cities may nominate one alternate voting member who may replace any of the three voting members for an LPC meeting
 - D. The ULCT Board of Directors will confirm the membership of the LPC.
 - E. The guidelines of membership shall be as follows:
 - A majority of the committee shall be from Wasatch Front cities and towns
 - A majority of the committee shall be made up of elected officials
 - A member city and town must appoint at least 1 elected official to the LPC and may not appoint non-elected officials to a majority of their LPC delegation
2. The ULCT First Vice President shall serve as the Policy Committee Chair and shall preside over all meetings.
3. Legislative Policy Committee meetings will be held at least every other month outside of the legislative session and most weeks during the legislative session.
 - A. A meeting of the Resolutions Committee may double as a Legislative Policy Committee meeting.
4. The Legislative Policy Committee has the authority to determine League positions on legislation at any time so long as the positions are not inconsistent with the stated positions of the Board of Directors or endorsed resolutions. The committee has the authority to establish sub-committees or task forces to study

any issue and then report findings and recommendations to the full Legislative Policy Committee.

5. In order to achieve a quorum, there must be at least 30 voting members present either in person or remotely. Additionally, at least one voting member from a city of the first class or a city of the second class must be present.
6. The LPC will support or oppose a bill by a consensus of voting members who are present. A consensus is defined as a vote of 60% or more of voting members being present either in person or remotely. ULCT will have “no position” on a bill that does not have consensus. ULCT may take a neutral position on a bill that impacts local government but does not warrant support or opposition for any reason. The LPC generally does not take a position on concepts that are not yet in a bill. All votes are weighted equally, and a city may divide their votes.
7. Any voting member of the LPC may recommend a bill for consideration on the agenda to the LPC Chairperson or ULCT staff at any time prior to 24 hours before the start of the LPC meeting except in exigent circumstances. ULCT staff will make recommendations on each bill that is available on the ULCT website in consultation with municipal staff and elected leaders. The LPC will ratify or modify the ULCT staff recommendations on each bill at each LPC meeting during the legislative session. Any voting member of the LPC may make a motion to ratify the staff recommendations or to modify the staff recommendations during the LPC meeting. For a bill without a staff recommendation or not yet listed on the ULCT website, any voting member of the LPC may raise that bill for consideration during an LPC meeting.
8. Remote voting is permissible under the following conditions:
 - a) LPC voting members participating remotely must publicly identify themselves at the beginning of the LPC meeting and a ULCT staff member.
 - b) A ULCT staff member will announce to the LPC Chair at the anchor location both the number of voting members and the number of cities participating remotely, and
 - c) At the time of the vote, the LPC voting members participating remotely must publicly identify themselves and their vote or cast their vote as a credentialed participant in a ULCT staff-approved platform.

SECTION VI ULCT BUDGETING PROCEDURES

1. In accordance with the Constitution of the Utah League of Cities and Towns, the fiscal year of the Utah League of Cities and Towns shall consist of 12 calendar months commencing July 1 and ending June 30th of each year.
2. The Utah League of Cities and Towns shall, as much as possible, comply with the provisions of the Uniform Fiscal Procedures Act for Utah Cities.
3. The Board of Directors shall, during the month of April, adopt rates to be applied to the following factors for membership dues in the upcoming fiscal year: real property taxable value from three years previous, population estimate from two years previous, and local option sales tax revenue from two years previous. Minimum dues for membership in the League shall be \$500.
4. The Executive Director of the League shall, on or before the 1st day of June of each year, prepare a detailed tentative budget for the Utah League of Cities and Towns and submit such tentative budget to the Board of Directors of the Utah League of Cities and Towns for their review and possible approval.
5. The budget shall have such funds and account groups as the Executive Director and the Board of Directors feel is in the best interest of the Utah League of Cities and Towns.
6. The tentative budget for each fund shall provide a complete financial plan for the budget year. Each budget shall specify as much as possible, in tabular form:
 - A. Estimates of all anticipated revenues.
 - B. All appropriations for expenditures.

The total of anticipate revenues shall equal the total of appropriated expenditures.

7. The tentative budget shall be reviewed, considered and adopted by the Board of Directors of the Utah League of Cities and Towns at any regular or special meeting called for the purpose on or before the beginning of each new fiscal year.
8. The total budget appropriation of any fund may be increased by resolution of the Board of Directors at any regular meeting or special meeting called for that purpose provided that written notice of the time, place and purpose of the meeting has been delivered to all Directors prior to the meeting. The notice requirement may be waived in writing or orally during attendance at the meeting by any member of the Board of Directors.
9. If the Utah League of Cities and Towns has maintained an emergency reserve fund or other dedicated fund or account, the fund or account cannot be invaded for purposes other than that which it is set up for, except on a two-thirds vote of the entire Board of Directors of the Utah League of Cities and Towns.

STANDING RULES ATTACHED TO BYLAWS

The position of Treasurer of the Utah League of Cities and Towns is hereby created. The position shall be filled by any competent and qualified elected official of a city located within 30 road miles of Salt Lake City, Utah.

The Treasurer shall have the authority to countersign all checks, vouchers and other instruments drawing on the League funds.

The Treasurer is hereby authorized to open any savings, checking or investment account allowed by the State Money Management Act with concurrence of the Executive Director and execute any documents necessary to perform the duties of Treasurer.

The Treasurer is an ex-officio member of the Board of Directors.

A representative of the Utah Municipal Clerks Association is an ex-officio member of the Board of Directors.

The General Counsel for the League is an ex-officio member of the Board of Directors.

