

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**MEETINGS****PURPOSE**

To establish the procedures governing Merit Commission meetings.

DEFINITIONS

QUORUM: Two or more members of the Merit Commission shall constitute a quorum.

PROCEDURES**1.0 NOTIFICATION OF COMMISSIONERS**

- 1.1 All official meetings of the Merit Commission shall be held at such times and places as the Merit Commission may determine.
- 1.2 The Merit Commission staff will schedule meetings as directed by the Chairperson, or any two members of the Merit Commission.

2.0 NOTIFICATION OF PUBLIC MEETINGS

- 2.1 Advance notice of official public meetings shall be given to the Sheriff/designee and provided to all divisions in the Sheriff's Office and UPD twenty-four hours prior to meeting.
- 2.2 A notice of the meeting shall be posted in accordance with the Utah Open Meeting Act.

3.0 CLOSED MEETINGS

- 3.1 A closed meeting may be held upon the affirmative vote of two-thirds of the members of the Commission present at an open meeting for which notice is given, provided a quorum is present. Meetings may be closed in accordance with the Utah Open Meetings Act.
- 3.2 The Merit Commission may conduct an executive staff meeting amongst themselves, with the Sheriff/designee members, Merit Commission staff, or other persons to discuss matters excepted under the Open and Public Meetings Act.

4.0 CONDUCT IN MEETINGS

- 4.1 The Chairperson shall ensure all meetings are conducted in an orderly manner and all persons present may have the opportunity to be heard.
- 4.2 The Chairperson shall direct the removal of any person who disrupts a meeting to the extent orderly conduct is seriously compromised.

5.0 MINUTES OF MEETINGS

5.1 In accordance with State law, minutes will be recorded for meetings and approved at a subsequent meeting.

APPROVED AND PASSED THIS 26 DAY OF May, 2015.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
Kenneth Wallentine, Chair