

# **Uintah County Historic Preservation and Museum Advisory Board By-Laws**

## **Article I. Advisory Board**

### Section 1. Establishment

The Uintah County Historic Preservation and Museum Advisory Board is established under the provisions of Uintah County, UT Code of Ordinances, Chapter 2.25. The primary purpose of the board is to advise the Uintah County Commission on matters pertaining to Uintah County Historic Preservation and the Museum of Uintah County. The duties and terms of board members are enumerated in the ordinance.

### Section 2. Vacancies

In the event of an appointment for the replacement of a board member whose term has not expired, the appointment shall be for the remainder of the unexpired term only. All members shall serve until their successors are appointed. Vacancies to the Board shall be filled by appointment by the Uintah County Commission.

## **Article II. Officers**

### Section 1: Election of officers

Board members shall annually select a chairperson and secretary. Except for the first board, officers shall be selected annually in January or as close to this month as possible. The Chairperson cannot serve for more than two consecutive terms as a chairperson.

### Section 2. Vacancies

In the event of a selection for the replacement of an officer whose term has not expired, the selection shall be for the remainder of the unexpired term only. All officers shall serve until their successors are appointed. Vacancies of officer positions shall be made by the board at the earliest meeting following written notice to the Chair, that the officer position shall be abandoned. In the event that the chairperson is abandoning the position, written notification shall be made to the Vice Chair.

## **Article III. Officers' Duties**

### Section 1. Duties of the Chair

The Chairperson shall preside at all meetings, authorize calls for any special meeting, call for votes, and generally perform the duties of the Presiding officer. The Chairperson shall only vote on election of officers and to break a tie vote of the board. In the absence of the Chairperson, a member of the board shall preside at meetings and perform the duties of the Chairperson.

#### Section 2. Duties of the Vice Chair

The Vice-Chair shall act in the stead of the Chair in their absence.

#### Section 3 . Duties of the Secretary

The Secretary of the Board shall (with the assistance of assigned staff) keep a true and accurate account of all proceedings of board meetings. A typed copy of the minutes for Museum Board records shall be approved by the board. The approved minutes, as well as board policies, shall be made available on the Utah Public Notice Website in accordance with Utah Code Annotated, Title 52, Chapter 4, - Open and Public Meetings Act.

<https://www.utah.gov/pmn/index.html>

### **Article IV. Meetings**

#### Section 1. Regular Meetings

Regular board meetings shall be held quarterly in a schedule published no later than December 31st of each year. All regular board meetings are to be open to the public. The Museum Curator in cooperation with the Chairperson shall create an agenda for each regular meeting. The secretary will ensure that the agenda and notice of all regular meetings are published and posted in accordance with county ordinance and state statute.

Special or Emergency meetings may be called at any time by the Chairperson, provided that written notice is given to all Board members and the public at least 24 hours in advance and is posted in accordance with county ordinance and state statute.

#### Section 3. Quorum

A quorum shall consist of a majority of the board members. All board members are to have equal voting rights with the exception of the Chairperson who will only vote to elect officers and in the case of a tie vote.

#### Section 4. Agenda

Any persons or group wishing placement on the agenda for regular Board meetings shall give written notice to the Museum Curator or Chairperson of the Board three business days in advance of the meeting. Groups are to be represented by one spokesperson.

## Section 5. Electronic Participation in Meetings

(a) If one or more members of the Board desire to participate electronically, such member(s) shall contact the Museum Curator or Chairperson of the Board. The public notice of the meeting shall indicate the electronic participation invitation. In addition, the notice shall specify the anchor location where the members of the Board not participating electronically will be present and where interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

(b) The anchor location is the physical location where the electronic meeting originates or where the participants are connected. The anchor location shall be identified in the public notice for the meeting. Unless otherwise designated in the notice, the anchor location shall be a room in the Uintah County Library 204 E 100 N, Vernal, Utah 84078, where the Board would normally meet if the Board was not holding an electronic meeting.

(c) Notice of the possibility of an electronic meeting shall be given to the Board members at least 24 hours before the meeting. In addition, the notice shall describe how a Board member may participate in the meeting electronically.

(d) When notice is given of the possibility of a Board member participating electronically, any Board member may do so and any voting Board member, whether at the anchor location or participating electronically, shall be counted as present for purposes of a quorum and may fully participate and vote. At the commencement of the meeting, or at such time as any Board member initially appears electronically, the Chairperson shall identify for the record all those who are participating electronically. Votes by members of the Board who are not at the anchor location of the meeting shall be confirmed by the Chairperson.

(e) The anchor location will have space and facilities so that interested persons and the public may attend, monitor and participate in the open portions of the meeting, as appropriate.

## **Article V. Committees**

### Section 1. Administrative duties

Administrative duties shall be delegated to the Museum Curator. No standing committees shall be appointed which are devoted to these activities.

### Section 2. Committee of the Whole

The entire board shall act as a "Committee of the Whole" when considering policy request, acquisitions, proposals, etc.

### Section 3. Ad Hoc Committees

Ad Hoc committees for the study and investigation of temporary problems may be appointed by the Chairperson of the Board to serve until the completion of the work for which they are assigned. The participation of the public shall be sought for such study and investigation.

## **Article VI. Duties and Responsibilities of Board Members**

Section 1. The duties of the board are enumerated in Uintah County Code 2.25.070.

Subject to the approval of the county commission and in accordance with county ordinances, policies, and procedures, and in compliance with federal and state law, the board is hereby granted responsibility for:

- A. Recommending Historic Preservation and Museum policies to the Uintah County Commission in cooperation with the museum curator and assigned Uintah County department head(s) for the use, operation, maintenance, and care of the museum, museum facilities, equipment, staff, and other such resources;
- B. Recommend policies for the enforcement of museum rules;
- C. Recommend policies for the selection, acquisition, cataloging, maintenance, and use of the museum collections and information resources;
- D. Submitting all policies to the county attorney for review, prior to adoption, in compliance with federal, state, and county law;
- E. Make recommendations to the county commission about the disposition of museum objects that are not within the scope of the museum's mission or that the museum is otherwise unable to properly store and/or care for;
- F. Prepare or cause to prepare an annual report to the county commission on the activities and status of Historic Preservation within Uintah County
- G. Submit reports as may be required to the various county, state, or federal agencies.
- H. In cooperation with the museum curator, provide budget recommendations to the county commission that will enable the museum to meet its objectives.
- I. Perform such other duties and exercise such other powers as may be specifically assigned or delegated to the board by the county commission.
- J. To the extent possible within the community, two board members shall be professionals, as defined by National Park Service regulations, from the disciplines of history, and architecture or architectural history.
- K. Advise the County Commission and other interested parties in the community on matters related to historic preservation and history.

- L. Coordinate with other County entities and community organizations related to the community's history and cultural affairs.
- M. Conduct surveys of local historic properties in compliance with standards set by the State Historic Preservation Office.
- N. Support the enforcement of all state and local legislation relating to historic preservation. Maintain an inventory of surveyed historic properties, including site forms and related support materials, in a publicly accessible location.
- O. Participate in planning and land-use processes undertaken by the County that have the potential to affect historic properties.
- P. Promote and conduct educational and interpretive programs related to the community's history and historic properties.
- Q. Review and comment to the State Historic Preservation Office regarding all proposed National Register nominations of properties in the community. Local review is allowed a minimum of 60 days.
- R. Apply for and administer grants and other financial aid for historic preservation and history-related projects in the County.

#### **Article VII. Amendments to the By Laws**

Section 1. Written notification of any proposed changes in the by-laws must be given to the Museum Board a month in advance. The changes must be ratified by a three-fifths majority of the Board; or if notice is not given, they must be passed by unanimous vote.

For further information on the board see Chapter 2.25 in the Uintah County code of ordinances on the Uintah County Website.

[https://library.municode.com/ut/uintah\\_county/codes/code\\_of\\_ordinances?nodeId=TIT2ADPE\\_C H2.25HIPRMUADBO](https://library.municode.com/ut/uintah_county/codes/code_of_ordinances?nodeId=TIT2ADPE_C H2.25HIPRMUADBO)

**Adopted November 18, 2024**

**Amended July 14, 2025**