

## TOWN OF BLUFF RESOLUTION #99

### A RESOLUTION AMENDING RESOLUTION NO. 93 AND ADOPTING UPDATED POLICIES FOR TOWN OF BLUFF ADVISORY BOARDS AND COMMITTEES

**WHEREAS**, the Town of Bluff has the inherent authority to establish advisory boards and committees for the purpose of providing policy advice and recommendations on matters of public concern; and

**WHEREAS**, the Bluff Town Council previously adopted policies governing advisory boards and committees through Resolution No. 93 on January 5, 2026; and

**WHEREAS**, the Town Council has determined that certain provisions of the existing policy impose requirements that are unnecessarily stringent for advisory boards and committees that do not possess financial or contracting authority; and

**WHEREAS**, the Town Council finds it appropriate to revise and streamline such policies to better reflect the advisory nature of these bodies while maintaining compliance with applicable law and ensuring effective governance; and

**WHEREAS**, the Town Council desires to amend Resolution No. 93 by adopting an updated Advisory Boards and Committees Policy;

**NOW, THEREFORE, BE IT RESOVLED BY THE TOWN COUNCIL OF BLUFF, UTAH:**

#### **SECTION 1. AMENDMENT AND SUPERSESION**

Resolution No. 93, adopted January 5, 2026, is hereby amended and superseded in its entirety. The Advisory Boards and Committees Policy previously adopted as Exhibit 1 to Resolution No. 93 is repealed and replaced.

#### **SECTION 2. ADOPTION OF UPDATED POLICY**

The Town of Bluff Advisory Boards and Committees Policy, attached hereto as Exhibit A, is hereby adopted and shall govern all Town advisory boards, commissions, and committees unless otherwise provided by ordinance, resolution, or applicable law.

#### **SECTION 3. PURPOSE AND INTENT**

The purpose of this Resolution and the attached policy is to:

- A. Maintain clear and consistent governance standards for Town advisory boards and committees;
- B. Align policy requirements with the advisory role of such bodies;
- C. Remove unnecessary administrative and procedural burdens that are not required by law; and
- D. Ensure that advisory boards operate efficiently while continuing to provide meaningful input to the Town Council and Mayor.

#### **SECTION 4. APPLICABILITY**

The policy adopted herein shall not apply to the Bluff Town Council or the Bluff Planning and Zoning Commission, which are governed by separate legal requirements.

#### **SECTION 5. SEVERABILITY**

If any provision of this Resolution or the attached policy is held invalid, such invalidity shall not affect the remaining provisions.

**SECTION 6. EFFECTIVE DATE**

This Resolution shall take effect upon approval of the Bluff Town Council.

PASSED AND APPROVED by the Bluff Town Council at a duly noticed public meeting on this 7<sup>th</sup> day of April, 2026 by the following vote:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mayor Josh Ewing	X			
Mayor Pro-Tem Britt Hornsby	X			
Town Council Member Jennifer Davila	X			
Town Council Member Gary Haws				X
Town Council Member Spencer Wade	X			

TOWN OF BLUFF

BY:

  
Josh Ewing  
Mayor, Town of Bluff



BLUFF SEAL

ATTEST:

  
Erin Nelson  
Bluff Town Recorder

**Exhibit A: Advisory Boards and Committees Policy**

**Exhibit A:**



## Advisory Boards & Committees Policy

### 1. PURPOSE/SCOPE

The purpose of this policy is to establish common rules for all Town of Bluff advisory boards, commissions, and committees (herein referred to as “advisory boards”) unless otherwise provided by rules set forth in Town of Bluff ordinances or resolutions applicable to a particular board. This policy does not apply to the Bluff Town Council or the Bluff Planning and Zoning Commission.

### 2. CONFLICTS OF LAW

If a provision of this policy conflicts with a federal, state, or local law applicable to a particular advisory board, such law shall supersede the conflicting provision set forth in this policy.

### 3. APPOINTMENT; ADVICE AND CONSENT

- A. Appointments of advisory board members shall be made by the mayor with the advice and consent of Town Council unless otherwise provided by this policy or other law regarding a particular advisory board. All advisory boards shall have at least (3) members and no more than five (5).
- B. Advisory boards should represent a cross section of the town. To ensure that a cross section is represented, the mayor should apply the following criteria in considering appointments to town boards:
  - i. Individuals who have not been involved in town government should be encouraged to participate through appointment to Town boards.
  - ii. Equal opportunity principles should be recognized in appointments.
  - iii. Appointees should be Bluff residents unless there is an exception in this policy or other law applicable to a particular advisory board provides otherwise.
- C. Spouses and family members of Town of Bluff employees may be considered for appointment to an advisory board when the board is not advisory to the employee's department or job responsibilities.

### 4. TERM

- A. Appointments to an advisory board shall be made for a four (4) year term, except when:
  - i. A provision of this policy applicable to a particular board specifies a different term; or
  - ii. An appointment is to fill the unexpired term of a resigning, removed, or deceased board member, in which case, an appointment shall be for the unexpired term.
- B. Advisory board members shall be limited to two (2) consecutive terms or eight (8) years in office, whichever is greater.
- C. An advisory board member whose term has expired may continue to serve until a replacement board member is appointed.

### 5. VACANCY

Vacancies occurring in the membership of an advisory board shall be filled by appointment by the mayor, with the advice and consent of Town Council for the unexpired term.

6. OATH OF OFFICE

If required by state law, advisory board members shall sign the oath of office required by law to be signed by town officials and file the same in the office of the Town Recorder.

7. CONFLICTS OF INTEREST

Advisory board members are subject to the town's conflict of interest policies and the municipal officers' and employees' ethics act, section 10-3-1301 et seq., Utah Code Annotated, as amended, or its successor.

8. REMOVAL FROM OFFICE

Any advisory board member may be removed from their position by the mayor for cause, subject to notice and an opportunity for hearing before Town Council. Additionally, any advisory board member who has two (2) or more unexcused absences in any one calendar year may be subject to removal by the mayor, without cause.

9. MEETING REQUIREMENTS

- A. Each advisory board shall convene regular meetings, the frequency of which shall be determined by the advisory board except as otherwise provided by rules set forth in this policy applicable to a particular advisory board.
- B. Special meetings may be ordered by a majority of the advisory board, the board's chair, or the mayor.
- C. All advisory board policy statements, recommendations, or similar communications shall be reviewed and approved by a majority of the advisory board at meeting where quorum is present.

10. ELECTION OF BOARD OFFICERS

Each advisory board shall select one of its members as chair and another member as vice chair who shall perform the duties of the chair during the absence or disability of the chair.

11. QUORUM

A quorum is a majority of members who have been appointed to a particular advisory board.

12. BOARD ACTION

- A. An advisory board may hold a meeting and take action only when a quorum is present.
- B. When an advisory board makes a recommendation to the mayor, it shall be submitted at the same time to the town council members.

13. ATTORNEY DUTIES

If an advisory board desires to receive legal advice it shall be provided by the town attorney, or his/her designee. Any request for legal advice or assistance desired by an advisory board shall be sent in writing to the mayor or town manager, who will contact the attorney.

14. LIMITATIONS ON AUTHORITY

- A. Each advisory board shall confine its activities to those substantive area(s) authorized or delegated to it by Town Council.
- B. Advisory boards nor individual board members do not have the authority to enter into contracts or incur legal or financial obligations for or on behalf of the Town of Bluff.
- C. No advisory board member shall purport to exercise any such authority, and any obligation undertaken by an advisory board in violation of this policy shall be void.

D. Where advisory boards make recommendations pertaining to contracts or other binding obligations, the matter shall be promptly referred to Town Council for consideration or approval.

-End of Document-