



USHRAB Bylaws

Last Updated: 11/2025

I. Name

The name of this organization is the Utah State Historical Records Advisory Board (USHRAB).

II. Purpose

The USHRAB serves as the central advisory body for historical records advocacy, planning, and coordination within the state of Utah. It facilitates cooperation among historical records repositories and information agencies, and serves as a state-level review body for proposals seeking funding from the National Historical Publications and Records Commission (NHPRC).

III. Board Membership

The USHRAB consists of seven to ten Board members, including the State Historical Records Coordinator (SHRC) or a designated representative, who serves as the non-voting Chair of the

Board. When Board openings occur, the Board reviews potential candidates and recommends them to the Governor's Office for appointment. Upon resignation of a Board member, the Board recommends a replacement to complete the unexpired term.

Board members must reside in Utah, or be members of one of Utah's eight officially-recognized tribes and reside on tribal territory that may extend into other states. In addition to residency, the Board should include:

- At least one member who is a practicing archivist familiar with professional standards.
- At least one member who is familiar with government records management.
- At least one member who represents the interests of rural Utah.

Additional desirable qualifications include professional experience in academia, non-profit, museum services, library services, or other related cultural heritage fields. In addition, the Board prioritizes broad regional representation from throughout the state to ensure a multiplicity of perspectives. Federal government officials or employees may serve on the Board; however, NHPRC rules prevent the issuing of awards to other federal entities.

Board appointments are for three years, with the possibility of one renewal. Ideally, terms are staggered so that approximately one-third of the Board's terms expire each year.

IV. Governance

The State Historical Records Coordinator (SHRC), who is also the State Archivist and Director of the Division of Archives and Records Service (DARS), serves as the Chair of the USHRAB. A Deputy Coordinator may be appointed to assist and act on behalf of the SHRC as needed. The Board may also choose a Vice Chair from its members to act in the Chair's absence.

DARS provides an Executive Secretary from its staff to support USHRAB with tasks such as:

- Preparing the NHPRC Program Grant.
- Managing the USHRAB website.
- Handling communication with the public and Board members.
- Administering the regrant program.
- Assisting with Board recruitment, appointments, and onboarding.
- Scheduling meetings and activities.
- Taking minutes and managing Board records.

DARS provides additional staff support to the USHRAB; this additional support staff may participate in meetings, offer consultations and training to potential grant applicants, and ensure administrative continuity in collaboration with the Chair and the Executive Secretary.

V. Board Member Responsibilities

Board member responsibilities include:

- Attending the three official Board meetings per year in person or virtually. An official meeting is subject to the Utah Open Public Meetings Act and serves as the space where official Board decisions are made.
- Attending the Board Retreat in person or virtually.
- Responding to emails and communications from the Chair and/or Executive Secretary.
- Learning about archives and records in Utah:
 - If a member is an expert, they should share their knowledge with Board members and seek input from others.
 - If a member is not an expert, they may build their knowledge using the [USHRAB Strategic Plan](#) or other resources suggested by the SHRC, Executive Secretary, or DARS support staff.
- Learning about the NHPRC by reading the [Manual of Suggested Practices](#) available on the NHPRC's website.
- Reviewing reports from the Council of State Archivists and other allied professional organizations.
- Board members may serve on USHRAB subcommittees. Subcommittee members are expected to attend subcommittee meetings and participate in subcommittee activities.
- Following state laws and board policy regarding conflicts of interest. See the [Handbook for Members of the State of Utah Boards and Commissions](#).
- Participating in USHRAB activities that may include planning, training, public outreach, project development, and reviewing grant proposals.
- Serving on USHRAB subcommittees, providing subject matter expertise, disseminating USHRAB program information to professional networks and community partners, and assisting potential grant applicants.

In short, Board members are expected to actively contribute to the USHRAB's mission by understanding the field, participating in activities, and assisting others in the community.

VI. Meetings

The USHRAB will hold at least three official board meetings per year, as well as an annual Board Retreat. This day-long annual retreat is meant to serve as a strategic planning forum for the Board and will preferably be held in person. Resources for the annual retreat will be allocated from the Program Grant and will be used to support Board members in traveling to the host location. For convenience, one of the official Board meetings may be held in conjunction with the Board Retreat. Additional meetings may be called as needed at the discretion of the Chair.

Program grant decisions and other actions taken by the Board will be voted on and passed by a majority of members present. A quorum requires at least two-thirds (2/3) of voting membership present. No formal action can be taken or voted on without a quorum present.

In the event that official business needs to be transacted between official Board meetings, votes will be called for via email and at least 2/3 of voting membership must respond for actions to pass. All voting members of the Board must be included on emails where official discussion and Board decisions are being made.

As a publicly funded organization, and in the spirit of transparency, the USHRAB adheres to meeting compliance requirements pursuant to Utah's Open Public Meetings Act (Utah Code Section 52-4-207). This includes:

- Designating an anchor location for meetings. The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. The anchor location, unless otherwise designated in the notice, shall be at the offices of the Division of Archives and Records Service, Salt Lake City, Utah.
- Updating public notices to reflect virtual and anchor location options. Public notices will indicate if one or more members of the Board participate remotely. In addition, the notice shall specify the anchor location where the members of the Board will meet in person so that the public may attend and monitor the open portions of the meeting.
- Any Board member may attend the meeting remotely, vote on matters that come before the board, and fully participate in the meeting only if the posted public notice includes the option allowing Board members to appear virtually. At the

commencement of the meeting, or at such time as any member of the Board initially appears remotely, the Chair shall identify for the record all those who are appearing remotely. Votes by members of the Board who are not at the physical location of the meeting shall be confirmed by the Chair.

VII. Meeting Minutes

All official meetings of the Board will be recorded. The annual Board Retreat is made up of a working session and an official Board meeting. Only the Board meeting section of the retreat will be recorded and minutes taken. A formal summary of the working session of the retreat will be presented at the next official meeting following the Board Retreat.

The recording of the open meeting shall be made available to the public within three business days. Access to the audio recordings shall be provided through the Utah Public Notice Website.

Approved written minutes shall be the official record of the meetings and shall be maintained by the Executive Secretary.

Written minutes shall be read by members prior to the next scheduled meeting, including electronic meetings. Written minutes from meetings will be made available no later than one week prior to the date of the next regularly scheduled Board meeting.

When minutes are complete but awaiting official approval, they are a public record and must be marked as "Draft." At the next meeting, at the direction of the Chair, minutes shall be amended and/or approved with individual votes recorded in the minutes. The minutes will then be marked as "Approved." A copy of the approved minutes shall be made available for public access at DARS and through the Utah Public Notice Website.

VIII. Regrant Process

The Board shall meet to review all eligible regrant draft applications in a working session where Board feedback will be gathered and provided to the applicants. Applicants have the option of submitting a final draft of their grant applications that incorporates Board suggestions and feedback before the final grant application deadline. The Board will then

hold an official meeting to review final grant applications and make funding decisions by majority vote.

IX. Regrant Contracts

All regrant recipients will receive a notice of award or denial within 30 days of the grant application deadline. The notice of award will be signed by the SHRC (or designee) and the notice of denial can be signed by the Executive Secretary. The regrant recipients will sign a contract that includes the terms of the grant. The SHRC will sign the contract as well. Correspondence from the Board may be signed by the Executive Secretary.

X. Amendments to These Bylaws

Amendments to these bylaws must be proposed in writing by a Board member or Board subcommittee and presented to the Executive Secretary thirty (30) days in advance of the next regular meeting. Proposed amendments will be approved by a two-thirds (2/3) vote of the Board.