

Lehi City Small Business Advisory Council (SBAC) Guiding Policy 4/15/2026

As Lehi continues to experience significant growth, the City Council recognizes that small businesses are a vital part of the community's economic health and character. The SBAC is established to ensure small business perspectives are represented in the policy decisions that affect them.

Article I: Name

A. The name of the organization is the Lehi City Small Business Advisory Council, hereinafter referred to as the SBAC.

B. In all formal correspondence the SBAC shall be further identified as “Lehi City Small Business Advisory Council.”

C. This will be an Advisory Council with the ability to make recommendations to the City Council with regard to business practices and ordinances within Lehi City that affect the business community. As an advisory council, all recommendations will be made to the Lehi City Council and the City Council may take formal action as needed.

Article II: Mission and Purpose

A. Mission

The Small Business Advisory Council (SBAC), representing the diversity of the Lehi business community, provides an organized forum for small businesses to advise the Lehi City Council on policies that impact small business. The SBAC promotes a customer-centered business climate through well-informed, organized advocacy.

B. Purpose

1. Identify and review regulations, policies and issues that affect small business formation, growth and prosperity, such as:

a. Input on city regulatory, land use and permitting issues to assist businesses with growth and expansion

b. Input on financial, revenue and tax issues

c. Business License program recommendations to streamline or standardize processes

2. Provide an organized voice communicating directly with the Lehi City Council on recommendations that impact small business.

3. Research and review best practices in the development of recommendations to the City Council on policies relevant to small business growth, expansion, and prosperity.

4. Work with City Staff to help educate small businesses about policies, issues, and resources.

5. Provide testimony to the City Council in writing and/or through oral testimony.

6. The SBAC is an advisory council and may recommend policy changes to the Mayor and City Council.

Article III: Membership

A. Composition

The SBAC is a partnership comprising private-sector members and representatives from various public entities. Public sector representatives shall have no ability to make recommendations but will help guide and be a resource to the SBAC.

1. Private Sector

a. SBAC membership should represent the various sizes and industries of Lehi-based businesses, provided the business employs no fewer than one and no more than 50 full-time employees (FTE). The Mayor and City Council may approve businesses that are outside this parameter based on the needs of the committee, leadership ability and value to the SBAC. Members must own a business that is registered and located within Lehi City limits. The members are not required to live within Lehi City. The business owner may appoint an employee designee from their staff to represent them on the SBAC.

b. The SBAC shall have at least 15 private sector members but no more than 21.

c. Members shall own a small business with at least 1 but fewer than 50 FTEs, or represent coalitions of small businesses within the City of Lehi. For example, The Point of the Mountain Chamber of Commerce.

d. If a member's small business exceeds the 50 FTEs at any time during their term, they are required to submit a letter of resignation to the Chairman. The Chairman will make a recommendation to the Lehi City Council on whether to accept or reject the resignation, with justification. The Mayor and City Council will have final acceptance or rejection of the resignation. The member will be notified in writing of the final decision by the Mayor and Council.

e. Members will serve a four-year term with the option of seeking reappointment for two additional three-year terms for a total of ten years. With respect to the first SBAC, half the membership will be asked to return for two years only, with the goal of staggering future membership appointments. This will be determined by the Lehi City Mayor.

f. Members shall attend meetings and actively engage in discussion.

g. Members are expected to bring issues/concerns that affect small business forward to the SBAC.

h. Members are to help keep the broader business community informed of SBAC's work and to seek input and feedback.

i. Potential members will be required to notify city staff who will forward the members' information to the Mayor for presentation and approval by the City Council. The Mayor and City Council may each submit applicant recommendations on behalf of a member.

2. Public Sector, Council Liaison, and City Staff

a. The goal of the SBAC is to foster a thriving small business atmosphere in Lehi, as well as thoughtful communication and understanding between the city government and private industry. The Lehi City Council Liaison will be appointed by the Mayor and approved by the City Council. Lehi City Staff will serve on an as needed basis and are non-recommending participants whose role is to provide perspective and serve as a communication bridge. The SBAC is not reliant on public sector participants to make recommendations or conduct meetings.

b. The SBAC may include non-recommending members of the public sector, including representatives from the following agencies or departments:

1. Department of Economic Development

2. Department of Community Development

3. One liaison and one alternate from the City Council. The City Council Liaison serves as the operational link between the SBAC, City Departments, and city leadership.

4. Other City Departments or other public entities, as deemed necessary based on the needs of the SBAC

a. City Council Liaison or their alternate will be responsible for but not limited to

1. coordinating with City Departments to surface policy issues relevant to small business,

2. supporting the Chair in developing meeting agendas,

3. facilitating communication between the SBAC and city leadership,

4. helping committees access city data and staff expertise,

5. ensuring SBAC recommendations are formally transmitted to the Mayor and City Council.

c. The public sector representatives shall serve as advisors and consultants to the private sector members and engage in discussion.

3. Other Interested Parties

a. Anyone interested in becoming a member of the SBAC can express their interest in writing to a SBAC member, City Staff, Mayor or City Council Liaison which will refer to the Chair for consideration and recommendation to the Mayor and City Council for approval.

B. Participation Standards

1. SBAC members are expected to attend at least 2/3 of all SBAC meetings.

2. Meetings will be held at least once every two months or monthly based on agenda items and the Chair's recommendation.

3. SBAC members are expected to present oral and/or written testimony to the City Council and in other public forums.

4. SBAC members are expected to participate in any formal report and recommendations to the City Council.

5. All SBAC members shall complete a conflict-of-interest disclosure form upon appointment and annually thereafter. Members are expected to disclose any financial or business interest that may be affected by matters under consideration by the SBAC. Disclosures shall be made verbally at the time the matter is discussed and noted in the meeting minutes. Completed conflict of interest forms will be kept on file with the Lehi City Recorder.

Article IV: Officers

A. The SBAC Chair

1. The Chair will automatically serve one-year after being elected by the majority of the SBAC membership. The Chair may be elected to a second consecutive one-year term upon completion of the first year.

2. Convener of all SBAC meetings and events.

3. Spokesperson for the SBAC unless otherwise designated.

4. Sets the SBAC meeting agenda, with majority approval by the Executive Committee.

5. The Chair may require two Vice-Chairs to be appointed.

6. The Chair may have the Vice-Chair replace them during meetings, presentations or for any other business.

B. The SBAC Vice-Chair(s)

1. Elected by the majority of the SBAC for a one-year term. The Vice-Chair may be elected to a second consecutive one-year term upon completion of the first year.

2. A member of the business community, not professionally holding elected office.

3. Acts in the absence or as a designee of the SBAC Chair.

4. The Vice-Chair may not have a designee or alternate replace them during meetings, presentations or for any other business.

C. Secretary

1. The secretary shall be appointed by the Chair and Vice-Chair and must be a member of the SBAC standing committee.

2. The secretary will be responsible for attending all meetings or appointing an alternate in their absence.

3. The secretary is responsible for taking minutes either written or recorded. The minutes will be transcribed showing the following:

a. Meeting date, time, location and duration.

b. All recommendations or business items discussed.

c. If a recommendation is approved for submission to the City Council the minutes will reflect all those who recommended approval.

d. Secretary is responsible for keeping all minutes and approved agendas and shall work with the city recorder or their representative for record retention and Utah Open Meeting Laws.

1. The SBAC will follow all Utah Open Meetings Laws.

2. The secretary will be responsible for submitting the approved agenda to the City Recorder for publication on the State Public Notice Website. This will also include the meeting date, time, and location. This will be done no less than 7 calendar days before the SBAC meeting.

3. Upon approval of meeting minutes by the SBAC Executive Committee, the secretary will be responsible for filing the minutes with the City Recorder or their designee.

e. The secretary will be responsible for informing the Chair and Vice-Chair when members have missed more than one-third of the required meetings for appropriate action.

f. The secretary shall serve for a period of three years.

Article V: Committees

All Committees shall be established by the recommendation of the membership and be so established according to need.

A. Types of Committees

1. Standing committee

- a. Standing Committee shall be ongoing established group that meets regularly.
- b. Provides for organizational planning, workgroups, special assignments or Ad Hoc Committees to promote the mission of the SBAC.
- c. Works with City Staff on potential solutions and recommendations.
- d. Serves as a point of first contact for community members seeking to engage the SBAC.
- e. Representatives shall include the SBAC-, Vice-Chair, secretary and membership, City Council liaison and City Staff.

2. Ad hoc committees

- a. Established to meet short-term needs, specific issues, project or activities with the ability to dissolve as determined by the SBAC Executive Committee.
- b. Established around specific issues, projects or activities as identified by SBAC members.
- c. Staffed by City Staff from the relevant public agency/department as deemed appropriate by the City Council liaison.
- d. Composed of no less than 3 volunteers nominated by the SBAC executive committee.
- e. Chair selected by SBAC ad hoc committee members.
- f. Reports to SBAC on activities/proposals and must get majority approval on any proposals to proceed.

3. Executive Committee

- a. Executive Committee shall be made up of Chair, Vice-Chair, secretary, and one member at large appointed by the Chair.
- b. Responsible for approving/modifying the SBAC meeting agenda, as proposed by the Chair.
- c. Responsible for providing the forum for standing committee and ad hoc committee.
- d. Responsible for resolving issues around ad hoc committee formation and responsibilities.

e. Responsible for developing communication strategy for SBAC including information about SBAC activities and successes as well as disseminating information to the broader business community about policies, issues and resources.

f. Responsible for providing a twice-yearly report to City Council and an annual presentation on SBAC activities consisting of a one-page status report that includes: accomplishments/recommendations, current items/recommendations under consideration, upcoming recommendations, and goals/priorities for the next year.

g. Reports to SBAC standing committee on activities/proposals and must get majority approval on any proposals to proceed.

h. Executive committee will be responsible to onboard and train new SBAC members. Onboarding includes understanding the guiding principles, purpose of the SBAC, overview of work accomplished, work in process and assignment of tasks or responsibilities.

Article VI: Meetings

A. Frequency

1. The SBAC shall meet at least once every two months based on agenda items and may meet more often as deemed appropriate by the Chair.

2. Additional meetings shall be called by the Executive Committee which shall provide for at least 14 days advance notice of such meetings to the SBAC membership.

3. Meeting process shall follow general parliamentary procedures (Article VIII) and as determined by the Executive Committee.

4. Recommendations will be received by the Chair, Vice-Chair, or any SBAC member. Recommendations must have at least three people in favor to move forward with reviewing the recommendation. The Chair will be responsible for overseeing the discussion on the recommendations.

5. Generally, all matters that are the responsibility of the ad hoc committee must be presented to the standing committee first. At the Chair's discretion, any recommendation not following this procedure may be removed immediately and referred to the standing committee, although the SBAC members may override the Chair with at least three members in favor and decide to take on the ad hoc committee's work if it so chooses.

6. The agenda shall be agreed upon as the first order of business. At the Chair's discretion, time-sensitive items may be raised under open discussion.

7. Meetings will be open to the public and will be required to keep minutes by an appointed secretary which will be made available to the city recorder as the keeper of records.

8. Non-SBAC members wanting to bring an issue before the SBAC must have the support of one SBAC member and be invited by the SBAC to present their issue with possible recommendations before the SBAC standing committee.

9. Decisions shall be made by at least 50% of the membership being present in agreement, except as otherwise noted to review a recommendation.

10. Meeting facilitation shall be conducted by the SBAC Chair, or a Vice-Chair.

11. A quorum shall consist of a majority of the appointed active private-sector members for the conduct of SBAC business. A majority consensus is defined as more than 50% of the appointed active private sector members of the SBAC who are present at the meeting.

12. Each private sector SBAC member has one vote. No proxy votes are allowed.

13. Votes may not be conducted by fax and/or email.

14. The minutes shall be kept by the secretary of each SBAC meeting and approved by at least one of the three members of the Executive Committee prior to distribution, and shall note the members present, topics discussed and recommendations made per Article IV C.

15. Meetings shall be held in person when possible, but also allow for virtual or hybrid meetings as deemed appropriate by the executive committee.

Article VII: Staff Liaison and Support

A. Lehi City Staff will staff the standing committee and ad hoc committees with assistance as necessary, and from other public organizations, as needed.

B. The City Council Liaison will be a member of the Lehi City Council and an alternate, appointed by the Mayor

C. The City Council Liaison will be the conduit of information between the SBAC Chair and members as well as the public entities.

D. The City Council Liaison will respond to individual requests for information and coordinate with the public sector as necessary.

Article VIII: Ground Rules

A. The City of Lehi does not discriminate on the basis of race, religion, color, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income or veteran status.

B. Members are free to speak openly and honestly.

C. Members will extend to each other all the professional courtesies normally expected of one another, regardless of whether or not people are in agreement.

D. The rules for introducing a recommendation, including those to go before Council, require formal action by private sector SBAC members. All recommendations up for discussion and approval must be approved by at least 50% of the members present. Discussion of recommendations shall continue until enough members have either approved or denied the recommendation.

E. The SBAC notes are a matter of public record and will be made available to anyone who requests them through the Lehi City Recorder's Office.

F. Any member of the SBAC may be removed by the SBAC Chair or Mayor with the consent of the City Council for failure to meet attendance requirements, misconduct, or inability to serve. The member shall be provided with notice and an opportunity to respond

G. The SBAC is an advisory body only and shall not exercise policy-making authority. The City Council retains the authority to modify or dissolve the SBAC at its discretion.

H. Lehi City Council will review the effectiveness of the SBAC at least every three years or as needed to determine if the committee is still meeting the goals set forth in the guiding policy.

Article IX: Amendments

A. These Guidelines may be amended, repealed or altered in whole or part by a majority of the SBAC recommending changes to the Lehi City Council or the Lehi City Mayor with approval from City Council at a regularly scheduled public meeting. Lehi City Council is the only entity that has the authority to amend, alter or repeal the SBAC Guiding Principles Policy.