

Utah Procurement Advisory Council Bylaws  
(As revised, 15 June 2018)

Introduction

Group Purpose: The Utah Procurement Advisory Council's (UPAC) goal is to increase cooperative group contracting among and provide a communication network for the State of Utah and its institutions of higher education. UPAC encourages regular communication between purchasing heads to discuss and collaborate about group contract opportunities, state contracts, purchasing issues, purchasing process innovation and development, best practices, and other purchasing-related activities.

Membership: Membership includes the chief procurement officer of the State of Utah, the head procurement officer of each state institution of higher education and one other member from the State Division of Purchasing as appointed by the Director of the Division of Purchasing to act as secretary. Ex officio members may be named as determined by UPAC.

Quorum: Six members of the Council constitute a quorum.

Organizational Structure

Contract Communications Channels:

1. Sourcing Teams: Wherever possible, State Division of Purchasing will include representatives of UPAC institutions to participate in contract sourcing teams. The sourcing team makes recommendations regarding specifications, contract awards and contract management.
  - Sourcing teams may be formed that include representatives of UPAC institutions to create a group purchasing contract to fulfill the needs of multiple UPAC institutions.
  - Members will keep appropriate records regarding group purchasing contracts and the associated purchases made using that contract.
2. Meetings:
  - a. Frequency: At minimum, the Council will meet quarterly. More frequent meetings may be called as needed.
  - b. Location: Meetings will rotate through various member institutions in an effort to distribute the burdens of travel. Determination of the location of

the next meeting will be a regular portion of each meeting's agenda.

- c. Selection of Officers: The position of Chair and Vice Chair will be determined by rotation as set forth in Appendix I and will serve for one year beginning at the conclusion of the regular quarterly meeting in March.

The Vice Chair will be the next member to rotate to Chair.

If for extenuating circumstances, a member is unable to accept their rotation as Chair or Vice Chair, the responsibility will move to the next member in the rotation.

- d. Duties of Officers:

- The chair is responsible for calling meetings, for developing their agenda, and for ensuring their expeditious conduct.
- The Vice Chair will assist the Chair as needed and will assume his/her responsibilities if, for any reason, the Chair is unable to assume them.
- The Secretary will:
  - Ensure that each member of the organization receives a copy of the minutes and a reminder of the date, time and location of the next meeting.
  - Be responsible for maintaining a copy of minutes from all meetings and copies of any reports to oversight authorities which UPAC may make.

- e. Duties of Members: Members with agenda items to suggest should communicate them to the Chair of the Council at least ten days before the next meeting. This will allow the Chair time to develop an agenda and distribute it to all participants.

- f. Bylaw Amendment: Proposed bylaw changes must be included in the formal meeting agenda. Changes will be adopted by a two-thirds vote.

APPENDIX I

UPAC CHAIR ROTATION BY INSTITUTION

WEBER STATE UNIVERSITY

SNOW COLLEGE

UTAH TECH UNIVERSITY

UTAH STATE UNIVERSITY

SALT LAKE COMMUNITY COLLEGE

UNIVERSITY OF UTAH

UTAH VALLEY UNIVERSITY

SOUTHERN UTAH UNIVERSITY