

State of Utah  
Department of Commerce  
Division of Occupational and Professional Licensing

Peer Advisory Committee Application

Applicant Information

Full Legal Name \_\_\_\_\_  
*First Middle Last*

DOPL Licenses Held \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Utah Administrative Code

General Rule of the Division of Occupational and Professional Licensing

R156-I-205. Peer or Advisory Committees-Executive Director to Appoint-Terms of Office-Vacancies in Office-Removal from Office-Quorum Requirements-Appointment of Chairman-Division to Provide Secretary-Compliance with Open and Public Meetings Act-Compliance with Utah Administrative Procedures Act-No Provision for Per Diem and Expenses

1. The executive director shall appoint the members of peer or advisory member committees established under Title 58 or Title R156.
2. Except for ad hoc committees whose members shall be appointed on a case-by-case basis, the term of office of peer or advisory committee members shall be for four years. The executive director shall, at the time of appointment or reappointment, adjust the length of terms to ensure that the terms of committee members are staggered so that approximately half of the peer or advisory committee is appointed every two years.
3. No peer or advisory committee member may serve more than two full terms, and no member who ceases to serve may again serve on the peer or advisory committee until after the expiration of two years from the date of cessation of service.
4. If a vacancy on a peer or advisory committee occurs, the executive director shall appoint a replacement to fill the unexpired term. After filling the unexpired term, the replacement may be appointed for only one additional full term.
5. If a peer or advisory committee member fails or refuses to fulfill the responsibilities and duties of a peer or advisory committee member, including the attendance at peer committee meetings, the executive director may remove the peer or advisory committee member and replace the member in accordance with this section. After filling the unexpired term, the replacement may be appointed for only one additional full term.
6. Committee meetings shall only be convened with the approval of the appropriate board and the concurrence of the Division.
7. Unless otherwise approved by the Division, peer or advisory committee meetings shall be held in the building occupied by the Division.

8. A majority of the peer or advisory committee members shall constitute a quorum and may act in behalf of the peer or advisory committee.
9. Peer or advisory committees shall annually designate one of their members to serve as peer or advisory committee chairman. The Division shall provide a Division employee to act as a committee secretary to take minutes of committee meetings and to prepare committee correspondence.
10. Peer or advisory committees shall comply with the procedures and requirements of Title 52, Chapter 4, Open and Public Meetings, in their meetings.
11. Peer or advisory committees shall comply with the procedures and requirements of Title 63G, Chapter 4, Administrative Procedures Act, in their adjudicative proceedings.
12. Peer or advisory committee members shall perform their duties and responsibilities as public service and shall not receive a per diem allowance, or traveling or accommodations expenses incurred in peer or advisory committees business, except as otherwise provided in Title 58 or Title R156.

I certify that I have read and understand the General Rule of the Division of Occupational and Professional Licensing R156-1-205.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please submit a curriculum vitae with your application to [jzaelit@utah.gov](mailto:jzaelit@utah.gov) or

In person or via express delivery:

Division of Occupational and Professional Licensing

Heber M Wells Building, 1st Floor Lobby

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