

UTAH PROSECUTION COUNCIL
Establishment of Rules and By-Laws
for the
UTAH PROSECUTORIAL ASSISTANTS ASSOCIATION

ARTICLE I

Name:

Section 1: This organization shall be sponsored by the Utah Prosecution Council “UPC” and shall be known as the Utah Prosecutorial Assistants Association or “UPAA.”

ARTICLE II

Purpose:

Section 1: The purpose of UPAA is to:

- A. Provide relevant training for UPAA membership, and
- B. Be a resource to UPAA membership, and
- C. Provide networking opportunities to UPAA membership, and
- D. Assist UPAA members to be as knowledgeable as possible on prosecutorial procedures, policies, needs and systems.

ARTICLE III

Membership:

Section 1: Membership in UPAA is open to employees of a state, county or city public prosecutors office, who are engaged in functions directly related to the prosecutorial role. These employees include:

- A. Administrative assistants,
- B. Secretaries,
- C. Paralegals,
- D. Victim’s assistants, and
- E. Other prosecutorial staff (non-attorney) personnel.

ARTICLE IV

Objectives:

- Section 1: OBJECTIVES: UPAA will:
- A. Assist in the development of training materials.
 - B. Plan conferences on prosecutorial procedures, policies, needs and systems.
 - C. Provide information and tools pertinent to their official duties so they can better serve the prosecutors in their offices.
 - D. Develop a certification program which is designed to incentivize UPAA members to increase their knowledge and improve their job skills.
 - E. Educate prosecutorial staff on standards of professionalism and appropriate conduct.
 - F. Provide networking opportunities through UPC/UPAA website, social media and conference attendance.

ARTICLE V

Training:

- Section 1: TRAINING: UPAA will:
- A. Provide an annual three day conference,
 - B. Provide CLE hours,
 - C. Plan a conference agenda, and
 - D. UPAA shall provide a certificate of attendance to all members who attend the training.
- Section 2: TRAINING TOPICS: In providing training for UPAA members, emphasis shall be placed upon the following topics:
- A. Office procedures,
 - B. Victims' assistance,
 - C. File preparation/retention and / or data management systems,
 - D. Ethics,
 - E. Criminal procedure,
 - F. Other topics pertinent to prosecutorial offices.

ARTICLE VI

Certification - Certified Utah Prosecutorial Assistant (CUPA):

- Section 1: The Board shall establish procedures and standards for certifying prosecutorial assistants in the areas of:
- A. Knowledge of legal and criminal procedures
 - B. Ethics
 - C. General knowledge of terms and definitions
 - D. Knowledge of legal documents preparation

- E. General knowledge of civil procedures
- F. General knowledge of acronyms

Section 2: To become a Certified Utah Prosecutorial Assistant (CUPA), the prosecutorial assistant must pass an exam developed by the UPAA board. Upon passing the exam, the prosecutorial assistant will be recognized as a CUPA. CUPA's, thereby, have demonstrated their expertise and willingness to adhere to ethical and legal standards. CUPA's raise the level of expertise in their offices and increase the pursuit of justice with professionalism and competence.

Section 2: The Board shall establish procedures and standards to maintain a current certification for prosecutorial assistants.

ARTICLE VII

Budget:

- Section 1: BUDGET:
- A. UPAA is allocated from the UPC budget.
 - B. UPAA may charge conference registration fees that are in line with other UPC conference registration fees.
 - C. UPAA will keep all expenditures within their allocated budget.

ARTICLE VIII

Organization:

- Section 1: BOARD: The Board shall consist of nine members as follows:
- A. Chairperson,
 - B. Vice-Chairperson, and
 - C. Seven Members.
 - D. Board members serve at the will and pleasure of the Board.

- Section 2: APPOINTMENT & RECRUITMENT:
- A. When a position on the board becomes vacant (whether by resignation or the expiration of a term) applications will be accepted from UPAA members.
 - B. Remaining board members will review all applications. An applicant must receive 2/3 of the vote to become a board member.
 - C. Board members shall notify the Utah Prosecution Council of their selection. The board member shall be approved by a majority vote of UPC at their regularly scheduled meeting.
 - D. Members of the Board should consist of a minimum of one representative from state, county and city prosecution offices from across the state when possible.

Section 3: TERMS:

- A. Members of the Board shall serve four (4) years.
 - i. Term shall be effective the first of the following month after they are confirmed.
- B. Chairperson shall serve for four (4) years.
- C. Vice Chairperson shall serve for four (4) years.

Section 4: OFFICERS AND DUTIES:

- A. By statute, Chairperson is an official member of the Utah Prosecution Council and shall attend all council meetings.
- B. Chairperson is a member of the UPC Training Committee.
 - i. The Chairperson shall attend bi-annual meetings in the development of UPC's annual training schedule.
 - ii. Provide feedback for relevant training topics and represent the interests of the UPAA membership.
- C. The Vice Chairperson shall preside at all meetings where the Chairperson is not present.
- D. The Vice Chairperson is to take meeting notes at all Board meetings.
- E. If not already CUPA certified, Board members are encouraged to become CUPA certified within one year of joining the Board.

Section 5: VOLUNTARY RESIGNATION OR INVOLUNTARY RESIGNATION:

- A. A Board member may resign at anytime and for any reason.
- B. The Board may make a motion to have another board member removed with a 2/3 vote of the Board.

ARTICLE IX

Amendments:

Section 1: These Rules and By-Laws may be amended by the UPAA Board.

Section 2: Amendments may not be inconsistent with the mission and statutes governing the Utah Prosecution Council.

Section 3: Amendments must be approved by a 2/3 majority vote of all UPAA board members.

Section 4: Rules and By-Laws are subject to final approval by the Utah Prosecution Council.

AMENDED by a unanimous vote of the Utah Prosecutorial Assistants Association this 11th day of March 2025.

Karyn Walker
Chairperson of the Utah Prosecutorial Assistants Association

AMENDED by a unanimous vote of the Utah Prosecution Council the this 16th day of April 2025.

Ed Montgomery, South Jordan City Attorney
Chairman of the Utah Prosecution Council