

**SALT LAKE CITY
COMMUNITY DEVELOPMENT AND CAPITAL IMPROVEMENT PROGRAMS
ADVISORY BOARD
BY-LAWS/RULES OF PROCEDURE**

ARTICLE I: Name and Authorization

Section 1

The name of this board shall be the Community Development and Capital Improvement Programs Advisory Board, hereafter known as CDCIP.

Section 2

The CDCIP is created by authorization of Chapter 2.33 of the Salt Lake City Code.

ARTICLE II: Purpose and Responsibilities

Section 1

CDCIP shall act in an advisory capacity to the Mayor relative to the city's Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG), Home Investment Partnership (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA) allocations from the U.S. Department of Housing and Urban Development (HUD), the city's capital improvement programs, and other community development grants as needed.

Section 2

The CDCIP board shall serve solely in an advisory role on decisions relating to funding allocations for the city's CDBG, ESG, HOME, HOPWA, capital improvement programs, and other community development grants as needed.

ARTICLE III: Membership

Section 1

The Salt Lake City CDCIP shall consist of not more than 11 members, one from each of the seven city council districts and up to four additional members at large.

Section 2

Board members shall be appointed for a term of three (3) years. CDCIP members may not serve more than two consecutive terms.

Section 3

Vacancies shall be filled for the remainder of unexpired terms by appointment of the Mayor with the advice and consent of the City Council.

Section 4

The Salt Lake City Housing and Neighborhood Development division staff will be responsible for soliciting names to be submitted to the Mayor's Office for appointments to CDCIP.

Section 5

Members who hold the position of officer, director, agent, employer, or employee of any business entity, or who is the owner of a substantial interest in any business entity, including any business entity subject to City regulations, shall disclose such position or employment, and the nature and

value of such business or employment as set forth in the City's conflict of interest ordinance, Chapter 2.44 of the Salt Lake City Code.

ARTICLE IV: Officers

Section 1

Officers of CDCIP shall be the chairperson and vice chairperson of the board. All officers shall be elected by the board. Officers shall hold office for one (1) year. Officers may succeed themselves and serve for no more than two consecutive one-year terms.

Section 2

Officers shall be selected annually from the membership of CDCIP by nomination from a nominating board or the open floor.

Section 3

The CDCIP chairperson shall preside at all board meetings, and shall have the right to vote on all issues before the board.

Section 4

The CDCIP vice chairperson shall have all powers and duties of the chairperson in his/her absence.

Section 5

Staff from HAND shall maintain all records of CDCIP proceedings. These records shall be on file in the HAND office.

ARTICLE V: Meetings and Actions Taken

Section 1

Notice of regular general CDCIP meetings shall be provided at least five days in advance.

Section 2

A simple majority of appointed Board members shall constitute a quorum for the purposes of holding a meeting. The Board may act officially by an affirmative vote of a majority of members present.

Section 3

Space for meetings shall be provided by Salt Lake City.

Section 4

The Board shall cause a written record of its official funding recommendations in the form of the funding logs which shall be available for public inspection in the office of Housing and Neighborhood Development and on the city's website following the publication of the Mayor's CDBG, ESG, and CIP funding recommendations.

Section 5

Any member with three consecutive, unexcused absences from the CDCIP Board meetings may be removed from the Board for lack of attendance.

Section 6

The Board shall base their funding recommendation decisions on criteria equally applied to all funding requests/applicants, as established in the board ranking sheets, prior to making final funding recommendations.

Section 7

Final recommendations by the Board shall be recorded in the form of the official log for the projects/programs for which funding has been requested for submission to the Mayor and the City Council.

Section 8

Electronic Meetings: The Board may hold an electronic meeting in accordance with the Open and Public Meetings Act.

Section 9

Electronic Quorum: For purposes of determining when a quorum is present during an electronic meeting held in accordance with this Section, a Board member attending the meeting remotely is considered present when they are otherwise connected to the meeting via electronic means and makes their presence known. (Ord. 1-23, 2023: Ord. 20-21, 2021: Ord. 76-08 § 3, 2008: Ord. 78-02 § 1, 2002: Prior Code § 24-4-3)

Section 10

This meeting will be an electronic meeting pursuant to the Chair's determination.

[Statement to be read by the Chair or person chairing the meeting:] I, _____, Chair of _____, hereby determine that meeting at an anchor location presents a substantial risk to the health or safety of those who would be present due to the ongoing COVID-19 pandemic conditions existing in Salt Lake City.

(5) Subsection (4)(a) does not apply to an electronic meeting if:

(a)(i) the chair of the public body determines that:

(A) conducting the meeting as provided in Subsection (4)(a) presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location; or

(B) the location where the public body would normally meet has been ordered closed to the public for health or safety reasons; and

(ii) the public notice for the meeting includes:

(A) a statement describing the chair's determination under Subsection (5)(a)(i);

(B) a summary of the facts upon which the chair's determination is based; and

(C) information on how a member of the public may attend the meeting remotely by electronic means; or

ARTICLE VI: Amendments

Section 1

These by-laws may be amended only by an affirmative vote of two-thirds of the CDCIP membership.

Section 2

Written notice, setting forth the proposed amendment(s) shall be mailed or given to each board member at least five days prior to the meeting during which they are to be considered.