

**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), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA) allocations from the U.S. Department of Housing and Urban Development (HUD), and other community development grants as needed.

The CDCIP Board shall also act in an advisory capacity to the Mayor relative to the City's Capital Improvement Program (CIP).

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 Program, and other community development grants as needed.

**ARTICLE III: Membership**

Section 1

The Salt Lake City CDCIP shall consist of no 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 Stability 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 Housing Stability shall maintain all records of CDCIP proceedings for CDBG, ESG, HOME, HOPWA, and other community grants. Finance Department staff shall maintain all records of CDCIP proceedings for CIP. These records shall be on file in the Housing Stability and Finance offices.

## **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 the Housing Stability Division, Finance Department, and on the city's website following the publication of the Mayor's and City Council's 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, Utah Code 52-4-207.

### 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)

## **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.