

# Community Recovery Committee Bylaws

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## *I. Organization*

- A. **Election of Chair and Vice Chair:** The Committee shall elect a Chair and Vice Chair by a simple majority vote. Should the Chair resign from the Committee, the Vice Chair shall serve in interim until a new Chair and Vice Chair is elected. In these circumstances, the previous Vice Chair may be reappointed to their previous position.
- B. **Orientation:** All new Committee members are required to have an orientation meeting with ARPA Community Grant Program staff.
- C. **Required Training:** ARPA Community Grant Program staff shall schedule an annual training for Committee members in compliance with the Utah Open and Public Meetings Act (OPMA).
- D. **Duties of the Chair:** The Chair is to preside at Committee meetings and shall provide general direction for the meetings. Once elected, the Chair shall serve for the duration of the Committee or until December 31, 2024, whichever comes first. In addition to being the presiding member, the Chair shall have the following duties:
  - 1. To call the meeting to order on the day and the hour scheduled and proceed with the order of business in accordance with the posted agenda. The Chair shall announce each item of business in the agenda, in the order in which it is to be acted upon. Upon the completion of consideration of all agenda items, the Chair shall adjourn the meeting.
  - 2. To put to vote all questions which are presented by the Committee members that require Committee vote.
  - 3. To move the agenda along, maintain order, set guidelines for public input, if permitted, and reference handouts and procedures during Committee meetings.
  - 4. To recognize speakers prior to receiving comments and presentations.

- E. **Duties of the Vice Chair:** During the absence of the Chair, the Vice Chair shall have and perform all of the duties and functions of the Chair. Should the Chair resign from the Committee, the Vice Chair shall serve as Chair until elections are held at the next available meeting.
- F. **Secretaries:** The CRC shall be serviced with two Secretaries from the ARPA Community Grant Program staff that shall share administrative responsibilities and duties. Both a Department of Economic Development (DED) and a Department of Community & Neighborhoods (CAN) staff member shall serve, in turn, as Secretaries of the Committee.
- G. **Secretary's Duties relating to the Committee:** These duties will be shared and executed jointly by both Secretaries and any ARPA Community Grant Program staff called on to assist them.
1. To attend every meeting of the Committee, to take and record the roll, and to advise the Committee of any administrative updates related to the meetings.
  2. To complete and confirm approval of the minutes of the Committee meetings and to record them in accordance with state law.
  3. To keep and maintain a permanent record of all documents and audio pertaining to the Committee meetings in coordination with the Citywide Retention Repository through the Recorder's Office.
  4. To ensure Committee members receive materials pertinent to Committee meetings electronically at least four (4) business days prior to such scheduled meetings.
  5. To post public notices of Committee meetings and relevant materials in accordance with the noticing requirements of OPMA.

## ***II. Rights and Duties of Committee Members***

- A. **Membership:** Pursuant to Section 2.20.030 of the Salt Lake City Code, the Community Recovery Committee shall be made up of a total of seven (7) members, with at least two (2) members from the Human Rights Commission, one (1) member from the Business Advisory Board, at least two (2) members from the Racial Equity in Policing Commission, and one (1) member from the Economic Development Loan Fund Committee.

Additional members must come from the Human Rights Commission and/or the Racial Equity in Policing Commission.

1. If the Mayor's Office is unable to obtain sufficient volunteer Committee participation to comply with these cross-committee membership requirements, exceptions to the requirements may be made by the express approval of the City Council.

**B. Membership Term of Service:** Committee members shall serve until either full expenditure of ARPA funding, or until December 31, 2024, after which time the Committee will cease to exist under City Code. If a Committee member resigns before either date, a new Committee member will be appointed by the Mayor or an appointed designee with the advice and consent of the City Council in accordance with Section 2-A of these bylaws and standard procedure outlined in 2.07.040 of the Salt Lake City Code.

**C. Meeting Attendance:** Every member of the Committee shall endeavor to attend each Committee meeting either in person or virtually (if available), unless unable to attend due to extenuating circumstances. Any member desiring to be excused from the Committee proceedings shall notify the Secretaries. The Secretaries shall inform the Chair and the Vice Chair of their absence.

1. If a Committee member misses three (3) consecutive Committee meetings, the Chair shall confer with the member regarding the ability, interest, and commitment of the member to continue membership on the Committee.
2. If the Committee member continues to miss meetings, the Chair shall bring the matter to ARPA Community Grant Program staff and the Mayor's Office. The Mayor or an appointed designee shall decide whether the Committee member shall be removed.

**D. Conflict of Interest:** No member of the Committee shall participate in or be present in the determination of any ARPA Community Grant Program application or any other matter in which that member has any conflict of interest prohibited by Chapter 2.44 of the Salt Lake City Code. All Committee members shall sign the enclosed Conflict of Interest form included as Addendum A to these bylaws before reviewing applications. If a Committee member suspects they may have an actual, apparent, or

reasonably foreseeable conflict of interest with any ARPA Community Grant Program applicant business/nonprofit or the business'/nonprofit's partners or owners, the Committee member shall alert the Chair, Vice Chair, and Secretaries of the potential conflict in writing. The City Attorney shall make a determination as to whether a conflict of interest exists to disqualify such member from participating in the Committee discussion of the applicant. Upon a determination of a conflict of interest, the Committee member shall not participate in the discussion, vote on the application, or attempt to use influence with other Committee members before, during or after the meeting, or during any consideration period. The following are additional guidelines for conduct:

1. There may be a conflict of interest if there are personal, familial, or financial ties between a Committee member and any partner, owner, guarantor, or executive of an ARPA Community Grant Program applicant.
2. A Committee member must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence the Committee's decisions.
3. A Committee member must not use the power of membership to seek or obtain a special advantage that is not in the public interest, nor any special advantage that is not a matter of public knowledge.
4. A Committee member shall not have any ex parte discussions regarding an ARPA Community Grant Program application to be heard by or in consideration with the Committee. For the purpose of these bylaws, ex parte discussions include any communication regarding an applicant business with interested parties of the application prior to issuance of the final decision.
5. An ARPA Community Grant Program applicant or a member of the public may raise a question of a conflict of interest, after first obtaining the Chair's permission to speak.

### ***III. Meetings***

- A. **Place:** All meetings of the Committee shall be held in the SLC City and County Building, located at 451 South State Street, Salt Lake City, Utah. This will be the anchor location for all Committee meetings. The specific meeting room is subject to change and will be included in public notices. Proper notice of the meeting location, including any publicly accessible electronic link in the event of an electronic meeting, shall be posted for the general public.

- B. Electronic Meetings:** CRC meetings will be accessible electronically in accordance with OPMA and State Code Title 52-4-207. Board members, staff, guests, and the public may choose to attend the meetings electronically if they so wish.
- C. Notice and Agenda:** The Secretaries shall publicly notice the time, location, and purpose of every meeting of the Community Recovery Committee in such manner required by OPMA and at least twenty-four (24) hours prior to such meeting. Such notice shall be delivered to each member of the Committee electronically. The Secretary shall publicly post a written agenda for each meeting and send it to the Committee via email in conjunction with notice of each meeting.
1. Where written minutes of a prior meeting are ready for Committee approval, the agenda shall include an item to review and vote for approval of the prior meeting minutes.
- D. Frequency:** Committee meetings will occur on a weekly basis until funding recommendations have been submitted for each funding cycle, after which time the Committee will meet quarterly to review program implementation for applicants awarded funding. Recurring meetings may be canceled by the Chair if it is determined there is no new business to bring before the Committee.
- E. Committee Discussion:** Committee Members may discuss applications, evaluations/scores, or other items related to the review and consideration of the grant applications. The Committee may ask questions of applicants at the discretion of the Chair.
- F. Closed Meetings:** The Community Recovery Committee does not hold closed meetings at this time. The Committee retains the option to hold closed meetings in the future in accordance with OPMA and any other applicable State and City laws regarding when closed meetings are allowed and appropriate.
- G. Rules of Procedure:** The Community Recovery Committee will operate using Robert's Rules of Order.
- H. Quorum:** A quorum of the Committee must be present to call a meeting to session and vote on applications. A quorum shall be a simple majority of

the Committee. Any member that attends a meeting electronically and makes their presence known may be countable towards the quorum requirement. Any member disqualified from specific actions, i.e., discussion and voting on an application, because of a conflict of interest, shall not be considered when determining whether a quorum is constituted for that action, but will be considered when determining the presence of a quorum for other actions.

- I. **Voting:** Where a vote is required of the Committee, such action set to a vote shall pass upon a simple majority of the quorum present for the meeting. Those disqualified for conflict of interest do not count towards the voting quorum requirements. Any member attending a meeting electronically may still vote on actions as if they were attending in-person. All votes will be taken by roll call.
- J. **Application Evaluation:** Committee approvals or denials can only be made when a minimum super majority of Committee members submit evaluations/scores to ARPA Community Grant Program staff.
- K. **Public Comment Guidelines:** Public comments may be allowed at the discretion of the Chair. Public comments are expected to comply with Committee Decorum rules as outlined in Section 3-L.
- L. **Decorum Rules:** Please observe the following rules of civility to maintain the decorum of the Community Recovery Committee Meetings. Community Recovery Committee meetings are a place for people to feel safe and comfortable in participating in this grant process. A respectful and safe environment allows a meeting to be conducted in an orderly, efficient, effective, and dignified fashion, free from distraction, intimidation, and threats to safety. We welcome everyone so please be mindful and keep comments free of discriminatory language referring to a person or group based on their religion, ethnicity, nationality, race, color, descent, gender, sexual orientation, disability, age or other identity factor. Items or comments that disrupt the meeting, intimidate Committee members or other participants or that may cause safety concerns are not allowed.

#### ***IV. Notification of Decision***

- A. The Committee members' evaluations and scores will be recorded by staff after each review meeting.

- B. Any requested follow-up by Committee members will be provided by Staff in the subsequent review meeting.
- C. When all applications have been reviewed, the Chair shall request a complete list of all applicants to be recommended for funding to the Mayor. The Committee will make a motion to provide this recommendation to the Mayor.
- D. The Secretaries will submit an administrative approval request to the Mayor and will communicate the Mayor's response back to the Committee. If the Mayor returns an amended request, the Committee will deliberate on the amendment at the subsequent meeting and vote on the changes. The Secretaries will document any changes and resubmit the Committee's recommendation to the Mayor for approval.
- E. Once the Mayor approves the Committee's recommendations, Staff will draft a transmittal to be sent to the City Council for review. The City Council will review the Mayor's and Committee's recommendations and vote on the final funding awards.

**V. *Recording of Bylaws***

- A. These bylaws and all subsequent amendments shall be recorded by the Committee Secretaries and copies shall be furnished to each member of the Committee in electronic form.

**VI. *Approval and Amendment of Bylaws***

- A. These bylaws may be amended at any meeting of the Committee held upon a vote of a simple majority of the quorum present at the committee meeting.

Approved by the Community Recovery Committee on November 2, 2022, 2022.