

**BYLAWS OF THE  
COMMUNITY INVESTMENT COMMITTEE  
OF THE CITY OF RAPID CITY**

**Article I. Name of the Committee**

The name of this organization is the Community Investment Committee, hereinafter referred to as “the Committee.”

**Article II. Authorization**

The Committee is established pursuant to Rapid City Municipal Code Section 2.24.090, Ordinance No. 6005.

**Article III. Objectives**

The objectives of the Committee are as follows:

- To make recommendations to the Common Council for the annual Community Development Block Grant sub-grantee selections, and the corresponding award amounts;
- To make recommendations to the Common Council for the annual selection of non-profit grantee recipients of the general fund allocation made for that purpose, and the corresponding award amounts; and
- To oversee the Rapid City Strengthening Families Committee by appointing and confirming its members, to receive and review its quarterly reports, and advise that body as the Committee sees fit.

**Article IV. Responsibilities and Duties of the Committee**

The duties of the Committee are as follows:

Section 1. Review the annual CDBG sub-grantee applications and make recommendations to the Common Council regarding the selection of the CDBG sub-grantees.

Section 2. Upon receipt from HUD of actual CDBG Program funding awarded to the City-grantee for any fiscal year, review the same and make recommendations to the Common Council as to final award amounts to be appropriated to those sub-grantees the Common Council selected to receive CDBG Program awards for that fiscal year.

Section 3. Review the annual applications and make recommendations to the Common Council regarding the selection of General Fund non-profit grantees.

Section 4. Appoint and confirm the members of the Rapid City Strengthening Families Committee.

Section 5. Receive and review quarterly reports from the Rapid City Strengthening Families Committee.

Section 6. Work with the Strengthening Families Committee to assist in overcoming issues and barriers to meeting the high priority needs of the community.

**Article V. Members**

Section 1. The composition of the board shall consist of 5 members, and 2 alternates each of whom shall be a resident of the city or of the City's extraterritorial platting jurisdiction as provided by SDCL Ch. 11-6.

Section 2. 1 of the members shall also be a member of the Strengthening Families Committee, and 1 of the members shall be associated with a foundation or other charitable funding source in the City of Rapid City.

Section 3. Members shall be appointed by the Mayor and confirmed by the Common Council.

Section 4. Members are not to hold elective office. The members of the Committee shall not hold any elective office in city government or be an employee of the city.

Section 5. The Mayor with the confirmation of the Common Council, shall after public hearing have authority to remove any member of the Committee for cause which cause shall be stated in writing and made a part of the record of the hearing.

Section 6. Upon an affirmative vote of a majority of the members of the Committee when a quorum is present, the Committee may formally recommend removal of any member for lack of attendance, which recommendation shall be forwarded to the Mayor and Common Council for consideration and action. Lack of attendance is defined herein as absence from two (2) out of any consecutive four (4) regularly scheduled Committee meetings.

**Article VI. Terms**

Section 1. Initially, the Common Council shall appoint 2 members and 1 alternate for terms of 3 years, 2 members and 1 alternate for terms of 2 years and 1 member for a term of 1 year. Thereafter, members and alternates shall serve 3-year terms.

Section 2. Members and alternates may be reappointed, but no member may serve on the Committee for more than 2 consecutive terms.

Section 3. Any vacancy on the Committee shall be filled for the unexpired term in the same manner as required for a regular appointment.

Section 4. The alternate members should attend every meeting as though they were regular members of the Committee. The alternate members can participate and vote at the meeting only when there is an absence at the meeting that results in less than 5 members being present.

Section 5. Each alternate member shall be designated as either the first or second alternate, with the first alternate participating to fill the first seat that is vacant, and the second alternate participating if there are any additional vacancies.

Section 6. If a regular member should leave during a meeting and the alternate members are not already participating, then the alternates may fill the seat in the same manner as previously described. The foregoing shall also apply should a regular member abstain from voting.

#### **Article VII. Quorum**

Three members of the Committee shall constitute a quorum for the transaction of business.

#### **Article VIII. Action by the Board**

Section 1. An affirmative vote of a majority of the members of the Committee when a quorum is present shall be required to authorize any action of the Committee.

Section 2. When any item before the Committee pertains to the Community Development Block Grant Program, also referred to herein as the CDBG Program, any review, recommendation or other action taken by the Committee shall be done in conformance with any and all federal laws, rules, and regulations that pertain to the CDBG Program, which is run by the United States Department of Housing and Urban Development, also referred to herein as HUD.

Section 3. The Committee shall not take up for review, nor shall any action be taken on any item that pertains to the CDBG Program without the presence of the City's HUD-designated CDBG Grant Administrator, or his or her designated delegate at the meeting.

Section 4. In cases of absence from the meeting of the City's HUD-designated CDBG Grant Administrator, or his or her designated delegate, any and all CDBG Program items on the agenda shall be continued to the next regularly scheduled Committee meeting, or a special Committee meeting may be scheduled.

#### **Article IX. Election of Officers**

Section 1. At the first regular meeting of the Committee, and after that in January of each year, the Committee shall elect from its number a Chair and a Vice-Chair. The candidate for Chair receiving a majority vote of the entire membership of the Committee shall be declared elected and shall serve for one year or until his or her successor shall take office. If no candidate receives a majority vote, the top two vote-getting candidates shall advance to a secondary election. In the event of a deadlock where two top vote-getting candidates cannot be identified, the candidate receiving a plurality vote shall be elected. Upon election, the Chair shall assume the gavel for the remainder of the meeting. Nominations for Vice Chair shall follow the election for Chair and shall be conducted in the same manner.

Section 2. The Vice-Chair shall act in the absence or disability of the Chair.

Section 3. In case the Chair or Vice-Chair vacates their appointment, the Committee shall immediately select a replacement.

Section 4. The Community Development Manager or his or her designee shall serve as the Secretary to the Committee, as a non-member, non-elected position.

Section 5. Duties of the officers shall be as follows:

**Chair.** The Chair shall preside at all meetings of the Committee, develop the agenda for each meeting, shall direct (or cause to be directed) staff to notify the Rapid City Common Council and other involved bodies of the recommendations and actions of the Committee, shall direct staff to see that all decisions of the Committee are properly carried out, shall sign all documents on behalf of the Committee, shall prepare and deliver all required reports to the Common Council, shall serve as a spokesperson for the Committee when required, and shall perform other duties and functions as may be determined by the Committee. The Chair may select other members of the Committee to assist in carrying out the duties of the office.

**Vice Chair.** The Vice Chair shall assume the responsibilities of the Chair in his or her absence. The Vice Chair may sign all documents in the absence of the Chair, and shall perform such duties as from time to time may be assigned by the Chair or the Committee.

**Non-Member Secretary.** The Community Development Manager when acting as the Committee's Secretary shall work closely with assigned staff to (1) ensure accuracy of minutes (2) see that all notices are duly given in accordance with the provisions of the bylaws and (3) ensure that Committee members receive all applicant documentation. The Secretary will inform the Committee of regulations and guidelines pertaining to the CDBG program.

## **Article X. Meetings**

Section 1. The Committee shall establish its regular meeting time and location, which shall be not less often than quarterly, and shall hold additional meetings as necessary to meet any CDBG Program deadlines that may be applicable to the Committee's duties. A meeting agenda shall be posted at least 24 hours in advance of the meeting at city hall.

Section 2. A quorum shall consist of a majority of all appointed members of the Committee. Voting shall be by oral question and answer. Upon the request of any Committee, a roll call vote may be held.

Section 3. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Committee. All members of the Committee shall be notified not less than 24 hours in advance of such a special meeting.

Section 4. All meetings or portions of meetings at which official action is taken shall be open to the general public. However, the Committee may meet in closed session to discuss those matters allowed or required by law.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Committee.

**Article XI. Conflict of Interest**

Section 1. No member of the Committee or any sub-committee thereof shall participate in the voting upon, or recommendation to the City Council, of any matter before the Committee in which the member has a conflict of interest.

Section 2. The provisions of this Article shall apply to all proceedings of the Committee and its sub-committees.

**Article XII. Amendment of Bylaws**

Amendment of these Bylaws may be recommended at any regular meeting of the Committee, provided that the proposed amendment has been introduced in writing at least two (2) weeks prior to a regular meeting of the Committee. Recommendation to amend the Bylaws shall require the affirmative vote of a majority of all the appointed Committee, and shall become effective only upon approval by the Common Council.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2014.

RAPID CITY INVESTMENT COMMITTEE

\_\_\_\_\_  
Chairman

ATTEST

\_\_\_\_\_  
Secretary