

**BY-LAWS OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE**

ARTICLE I: PURPOSE

The members of the Community Development Block Grant (CDBG) Policy Committee, herein after referred to as the “Committee,” shall be elected public officials representing general units of local government. Their responsibility will be to set policy and guide the Small Cities Community Development Block Grant program for non-entitlement counties and communities in the State of Utah. The purpose of this Committee is:

- 1.1 To function as the official policy making entity for the entire Small Cities’ Community Development Block Grant (CDBG) program for the non-entitlement areas of the state.
- 1.2 To act as the public participation and promotional link which identifies public attitudes, desires, needs and priorities within the seven regions of the state, as well as to promote and publicize successes and issues of the program and incorporate them into the framework of the Community Development Block Grant program.
- 1.3 To assist in the preparation and adoption of the *Utah CDBG Application Policies and Procedures* manual, the *Utah CDBG Grantee Handbook* and other program guidelines, policy documents, etc.
- 1.4 To serve as a two-way communication and coordination link between the CDBG program and all levels of government as well as non-profit agencies, including the associations of governments, Regional Review Committees, individual cities, towns and counties and especially low and moderate income citizens.
- 1.5 To assist in educating and training all cities, towns, and counties, as well as non-profit agencies and low and moderate income persons themselves, how to more effectively utilize the CDBG program.

ARTICLE II: MEMBERSHIP AND REPRESENTATION

2.1 Policy Committee Responsibilities

The Policy Committee will consist of local government representatives to serve as a central steering body and act as a permanent forum for discussion, and give general advice and direction to the Housing & Community Development Division (HCD) in matters pertaining to the on-going management of the state-run CDBG program. The

members will also coordinate with and educate their respective associations of government boards and the regional review committee and other elected officials on pertinent CDBG related issues. The CDBG Policy Committee shall have the authority to appoint sub-committees as necessary for the purpose of undertaking various specialized assignments.

- 2.2 The seven multi-county planning regions as delineated by the Governor of the State of Utah shall be the basis for membership. The makeup of the Policy Committee will remain constant with composition of seven members. One member (elected official/ commissioner/ mayor) from each of the state's seven multi-county planning areas (Associations of Government). Each of the members must also be a member of the Regional Review Committee (RRC) from their region.
- 2.3 Appointment of Policy Committee  
Membership appointments to the Policy Committee shall be made by the Governor upon receiving recommendations from each Association of Governments. Members shall be appointed to serve a 4 year term.
- 2.4 Terms of Appointment  
If an appointed member leaves his/her elected office prior to the expiration of the appointed term, or desires to withdraw from the committee a successor will be selected by the respective Association of Government to serve a new 4 year term as provided for in Section 2.3

### ARTICLE III: GENERAL RULES

- 3.1 Duties: Each member of the CDBG Policy Committee shall:
  - A. Research, coordinate with, and obtain input and direction from their AOG and RRC and other citizens, prior to Policy Committee meetings on agenda items scheduled to be heard in that meeting. Agendas are to be sent out at least 30 days prior to the meeting to give members ample opportunity to evaluate positions on items to be discussed. Members will coordinate and discuss with staff any items which are unclear prior to local meetings as required.
  - B. Coordinate with and obtain input regarding CDBG activities from local citizens through public hearings, scoping and town meetings, etc. Report to citizens on accomplishments, events, projects, schedules and issues related to the CDBG program using available media including the Utah Public Notice website, newspapers, radio, TV, etc., in order to promote and educate local citizenry about the CDBG program.
  - C. Meet periodically in compliance with Article 3, section 4 of these by-laws, and set

policy, guidelines, directions, etc., for the CDBG program in Utah. Discuss, modify and adopt all related manuals, rules, documents, guides, plans, etc. related to the Utah Small Cities CDBG program.

D. Report on, train and educate all members of each AOG and RRC on policy changes, decisions, directions, procedures, adopted documents, schedules, and all other actions taken by the CDBG Policy Committee at the next regularly scheduled AOG and/or RRC meeting following each “committee” meeting and at additional meetings as necessary.

### 3.2 Voting

Voting members of the Policy Committee shall be the Governor’s appointees as outlined in Article II (2.2). Each member shall have one vote in the Committee. A simple majority vote of the quorum of the Policy Committee is necessary to carry any motion. Any appointed member unable to attend, may send a designated elected official to represent him/her from his/her regional review committee as proxy with voting power at any meeting.

### 3.3 Quorum

A quorum of the Committee shall consist of four members from the overall membership of the Committee.

### 3.4 Officers

A chairman shall be elected by majority vote of the Committee. Elections shall take place every two years at the first meeting in each calendar year. A vice-chairman, who will serve in the chairman’s absence, shall also be elected at the same time. The Committee chairman, or in his absence, the vice-chairman, shall conduct and preside at all meetings. The chairman shall appoint sub-committees as required. The Housing & Community Development Division (HCD) will provide the staff support to the committee and to any sub-committees as directed.

### 3.5 Meeting Schedule

The Committee shall meet on an as-needed basis, upon call of the chairman who may be advised by the CDBG Program Manager. Meeting places may rotate as often as practicable as decided by the membership or chairman of the Committee.

### 3.6 Meeting Agenda

Items of business to be included in the meetings will be determined by the Chairman and the CDBG Program Manager. The agenda for each meeting shall be set in advance and provided to members 30 days before the meeting so that the Committee can make the necessary preparation for the meetings. Items may be introduced by members of the Committee for consideration at any future meeting, or, if appropriate, acted upon at the

time of presentation.

#### ARTICLE IV: DURATION AND AMENDMENTS

##### 4.1 Duration

The duration of the CDBG Policy Committee shall be perpetual, except as provided by the termination provision for members in Article II. (2.4).

##### 4.2 Amendments

These by-laws may be amended, repealed, or added to during regular or special meetings of the Committee, provided that written notice shall have been sent to each member stating the amendments or changes which are proposed to be made. Proposed amendments shall be considered to have passed if four of the voting membership of the Committee vote in the affirmative.

##### 4.3 Termination

If any member of the Committee misses two (2) consecutive meetings and does not designate a substitute as provided in Article 3.1, a permanent replacement shall be requested by the Chairman to serve a new 4 year term.

*Revised March 2024*