BYLAWS

ARTICLE I: NAME
The name of the committee, organized under the authority of the Board of County Commissioners, Utah County, Utah and the Utah County Council of Governments shall be the Utah County Community Development Block Grant (CDBG) Area Review Committee (ARC).

ARTICLE II: APPROVAL OF BYLAWS
The Bylaws of this Committee will be approved by the Utah County Council of Governments (COG) members designated to serve on the ARC. After the COG members designated to serve on the ARC have approved the Bylaws, the Bylaws will be presented to the Board of County Commissioners, Utah County, Utah for approval.

ARTICLE III: PURPOSES
Section 1: Purpose of the CDBG Program. The purpose of the Federal CDBG Program is “To assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, especially for persons of low and moderate income.”

Section 2: Purpose of the Utah County CDBG Area Review Committee (ARC). The ARC will provide assistance to CDBG staff in the operation of the CDBG Program. The role of the ARC is to establish grant policies procedures and review and approve or deny grant applications. ARC members may also establish funding priorities, accompany CDBG staff on applicant site visits, and assist in conducting applicant interviews if they desire.

ARTICLE IV: MEMBERSHIP
Section 1: Composition/Qualifications. ARC members are nominated from the Utah County Council of Governments (COG) once every three (3) years at the monthly meeting and ratified by the Board of County Commissioners, Utah County, Utah. The ARC shall consist of at least five (5) members and no more than nine (9) voting members. The Committee membership shall represent equally, insofar as is possible and reasonable, all local governments across Utah County participating in the Utah County CDBG program. When possible and reasonable, membership of the Committee shall consist of no less than one (1) member of the Board of County Commissioners, Utah County, or other official representative of the Utah County government, and at least one (1) and no more than (2) members of the Area Review Advisory Committee (ARAC).

Section 2: Area Review Advisory Committee (ARAC). In accordance with the purpose of the federal CDBG program to benefit low and moderate income individuals and in accordance with federal regulations that encourage citizen participation, a sub-committee of the ARC entitled the Area Review Advisory Committee (ARAC) shall be formed. The ARAC may include at least three (3) and no more than nine (9) members, three (3) of whom represent citizen interests, three
(3) of whom represent low to moderate income citizen interests, and three (3) of whom represent other interests such as, but not limited to: minorities, persons with disabilities, nonprofit, and/or private sector. A Chairperson and Vice-Chairperson shall be nominated from and voted on by the general ARAC membership to serve on the ARC and represent the ARAC. Other sub-committees or work groups and task forces may be instituted by the ARC as deemed necessary.

Section 3: Terms of Membership. Members of the ARC and ARAC shall be appointed for three year staggered terms, with initial membership being appointed equally for one, two, and three years. Terms will begin and end in July. Individuals may serve no more than five (5) consecutive terms. No member may serve more than fifteen (15) consecutive years.

Section 4: Termination of Membership. Any member may resign membership by written notice to the CDBG staff and current ARC and ARAC Chairs. Unless otherwise specified, resignation shall take place immediately effective upon receipt thereof by the CDBG staff and ARC and ARAC Chairs. The membership of any member may be terminated at any time, for cause or no cause and with notice, by the ARC or ARAC, respectively. Unexcused absence at four (4) consecutive meetings may be considered cause for termination of membership. Prior to action by the CDBG staff and Committee Chair, notification will be sent to the member advising of the Committee's attendance policy. In the event that an ARC member is not re-elected to their office, their membership on the ARC and subsequent voting rights are automatically terminated.

**ARTICLE V: OFFICERS**

Section 1: Officers. The officers of the ARC and ARAC shall be the Chairperson and Vice-Chairperson. Within one committee more than one (1) office may not be held by the same person.

Section 2: Election and Term of Office. The ARC and ARAC shall hold an organizational meeting in July each year for the new Committee and old Committee members. At that meeting, the Bylaws, Policies and Procedures, and Funding Priorities (if any) will be reviewed, the previous grant year’s status presented, and a Chairperson and Vice-Chairperson will be elected by a majority vote of the respective Committees. The Chairperson and Vice-Chairperson shall serve a term of one (1) year starting with the meeting following the organizational meeting.

Section 3: Vacancies. Vacancies in office, however occasioned, may be filled at any time by recommendation of Committee members or CDBG staff with Committee approval for the unexpired term of such office.

Section 4: Chairperson. The Chairperson shall preside at all Committee meetings and has voting rights. The ARC Chairperson shall serve as the liaison between the Committee, the Board of County Commissioners, Utah County, Utah, and the COG. The ARAC Chairperson shall serve as the liaison between the Committee and the ARC.

Section 5: Vice-Chairperson. The Vice Chairperson will act in the Chairperson's absence or inability to act.
Section 6: Utah County CDBG ARC and ARAC Meetings. In the event the Chairperson or Vice-Chairperson is unable to attend the meeting of the Committee, another Committee member should be designated by the Chairperson as an alternate Chairperson.

ARTICLE VI: COMMITTEES
The Chairperson may appoint standing Committees as needed and subject to the approval of the Committee. The Chairperson may appoint temporary or special purpose Committees as needed and subject to the approval of the Committee.

ARTICLE VII: MEETINGS
Section 1: Meetings. The ARC and ARAC shall meet at least annually or more often as necessary.

Section 2: Notice. Meeting notices, which will include the date, time, and location, will be distributed to all Committee members no less than seven (7) calendar days in advance of the meeting by e-mail, phone, and/or mail.

Section 3: Minutes. An official set of minutes will be prepared and maintained for each Committee meeting. The minutes shall include an attendance roster and reflect official actions taken by the Committee. Copies of all Committee minutes shall be filed and approved at the subsequent meeting.

Section 4: Procedures. The Committee will conduct business using parliamentary procedures according to Robert's Rules of Order.

Section 5: Quorum. A quorum shall consist of one-half of the membership plus one. If a quorum is present, a majority vote of the members shall be an official act of the Committee. After a quorum has been established at a meeting of the Committee, the subsequent withdrawal of members, so as to reduce the number required for quorum, shall not affect the validity of any action taken at the meeting or adjournment thereof.

Section 6: Voting. Voting members shall have one (1) vote on each matter submitted for a vote at a meeting of the Committee or a call for votes electronically. Matters to be voted on can include adjustments and rescissions of prior approvals. Committee members have a duty to disclose any conflicts of interest. Should a member of the Committee wish to remove him or herself on a matter because of a conflict of interest, they will notify the Committee and abstain from voting.

ARTICLE VIII: DUTIES
The Entitlement County, Utah County, Utah, has delegated the responsibility of approving or disapproving all grant applications, program policies and procedures, and funding priorities (if any) to the ARC.

Section 1: Grant Applications. With respect to grant applications, the ARC shall review the submitted application and supporting documents. Recommendations for grantee awards shall be in accordance with the application score and funding priorities (if any.) In the event of a tie that affects funding allocations, the ARC may reconvene and discuss their scores and rationale.
in order to reach an agreement (either by consensus or vote) on the final funding allocations. Additional interviews may be held or requests for documentation may be made as deemed necessary by the ARC.

Section 2: Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Bylaws, and Program Policies and Procedures. The ARC and ARAC will review the Utah County CDBG Consolidated Plan once every five (5) years. The Annual Action Plan, Citizen Participation Plan, Bylaws, and program Policies and Procedures will be reviewed by both Committees annually. Any changes from the previous year must be addressed by a quorum of the ARC and passed by a majority vote of voting ARC members.

Section 3: Determine Funding Priorities. The ARC may determine the local funding priorities for each program year upon which the application and rating and review criteria will be based. Any changes from the previous year’s funding priorities must be addressed by a quorum of the ARC and passed by a majority vote of voting ARC members.

Section 4: Citizen and Low to Moderate Income Person Representation. The ARC shall acquire and consider feedback from the ARAC on a regular basis. The ARAC is encouraged to meet regularly or as needed to provide feedback to the ARC on funding priorities, policies and procedures, the application process, and other items which affect those they represent and the community at large.

ARTICLE IX: CDBG STAFF
CDBG staff shall provide the ARC and ARAC with sufficient support and resources to enable the Committees to fulfill their responsibilities. The duties of the CDBG staff shall be contingent upon the availability of funding. These responsibilities of CDBG staff include but are not limited to:
(1) Managing and overseeing the operations of the Utah County CDBG Program;
(2) Scheduling meetings, preparing meeting agendas and agenda packages, and other necessary administrative duties;
(3) Researching and providing alternative actions for Committee actions to implement CDBG funding priorities and Federal CDBG Program Objectives;
(4) Communicating with applicants and Utah County and ensuring reimbursements and other requests are resolved in a timely fashion;
(5) Marketing the program;
(6) Maintaining Applicant and Program Files;
(7) Submitting Federal Reports to the U.S. Department of Housing and Urban Development in a timely fashion.

ARTICLE X: AMENDMENT OF BYLAWS
The Bylaws of the Utah County CDBG Area Review Committee can be amended at any regular or special meeting of the ARC by a two-thirds vote of the members present at said meeting, or two-thirds of members’ electronic votes, provided that written notice of such proposed action has been extended to each member of the Committee at least seven (7) days prior to the meeting and that such notice shall have included the nature of the proposed amendment.