

**SIXTH AMENDED
BY-LAWS
OF
CITY OF LAS VEGAS
COMMUNITY DEVELOPMENT RECOMMENDING BOARD**

**ARTICLE ONE
OFFICES**

The principal office of the Community Development Recommending Board ("Board") shall be located at 400 East Stewart Avenue, 2nd Floor, Las Vegas, Nevada. The Board may have such other offices as the City of Las Vegas may determine from time to time.

**ARTICLE TWO
MEMBERS**

Section 1. **Purpose.** The Community Development Recommending Board ("the Board") is a citizen's advisory board appointed by the Mayor and City Council to review and evaluate proposals eligible for Federal funding. Through a series of meetings that lasts for several weeks, the Board meets annually to work through several proposals and listen to presentations. In turn, the Board reaches consensus and presents their recommendation to the City Council for consideration and final action.

Section 2. **Members.** The members of the Board shall consist of thirteen - (13) members, who reside or work in the City of Las Vegas. Traditionally, the Wards containing the majority of the target neighborhoods (eligible census tracts) will have more representation on the Board.

<i>Elected Official</i>	<i>Number of Appointments</i>
Mayor	1
Ward 1	3
Ward 2	1
Ward 3	3
Ward 4	1
Ward 5	3
Ward 6	1
Total	13

Section 3. **Election of Members.** All members of the Board shall be appointed by the Mayor and City Council ("City Council") of the City of Las Vegas ("City").

Section 4. **Voting Rights.** Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5. **Termination of Membership.** If any member of the Board misses three (3) consecutive meetings without authorization of the Chairperson, the Board shall send a letter to the member suggesting his resignation

Section 6. **Resignation.** Any member may resign by filing a written resignation with the Chairman of the Board.

Section 7. **Term.** Members of the Board will be appointed for a term of nine (9) months with no limit to the number of terms that may be served. .

Section 8. **Transfer of Membership.** Membership on this Board is not transferable or assignable.

ARTICLE THREE BOARD MEETINGS

Section 1. **Regular and Annual Meetings.** Regular meetings of the Board members may be called by the Director, or his designee, of the City's Neighborhood Services Department at 400 Stewart Avenue, 2nd Floor, Las Vegas, Nevada 89101, the principal office of the Board. An annual meeting of the Board members shall be held on August 31 or a date to be designated by the Board, beginning with the year 1997, at a time to be designated for the purpose of appointment of officers and for the transaction of such other business as may come before the meeting.

Section 2. **Special Meetings.** Special meetings of the Board members may be called by or at the request of the Chairperson or the Director, or his designee, of the City's Neighborhood Services Department, and shall be held at a location to be designated by the City's Neighborhood Services Department.

Section 3. **Notice of Meetings.** A written or printed notice stating the place, day, and hour of meeting of the Board members shall be posted in accordance with the Open Meeting Laws of the State of Nevada, Nevada Revised Statutes 241.

Section 4. **Informal Action by Members.** Any action required by law to be taken at a meeting of the members, or any action that may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the members entitled to vote with respect to the subject matter thereof.

Section 5. **Quorum.** A majority of the Board members shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Board members are present at any meeting, a majority of the members present may adjourn the meeting from time to time without further notice.

ARTICLE FOUR APPOINTMENT AND FUNCTION OF THE BOARD

Section 1. **General Purpose.** The purpose of the Board is to review the Community Development Block Grant (CDBG), HOME Investment Partnerships Tenant Based Rental Assistance Program, Emergency Shelter Grant (ESG) and Housing Opportunities for Persons With Aids (HOPWA) applications for funding and making recommendations to the City Council on those applications that should receive such funding.

Section 2. **Conflicts of Interest.** No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal Funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any immediate family member, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements or applicants.

Board members and officers, who have a conflict of interest or an appearance thereof, may not participate in the discussion process, nor vote on any matter that appears before them.

Section 3. **Lobbying.** Board members and officers shall not participate in lobbying each other on behalf of applicants who have applied for federal funds. Comments in an open meeting are public, and are available for the public if requested.

Section 4. **Number, Tenure, and Qualifications.** The number of Board members shall be thirteen (13). Members shall be appointed by the City Council. The term of office of each member shall be for nine (9) months until the next appointment and qualification of his or her successor, and as provided in Article II, Section 6.

Section 5. **Regular Meetings.** Meetings of the Board members may be called by the Director, or his designee, of the City's Neighborhood Services Department, 400 Stewart Avenue, 2nd Floor, Las Vegas, Nevada 89101, the principal office of the Board.

Section 6. **Board Decisions.** The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board members, unless the act of a greater number is required by law or by these by-laws.

Section 7. **Vacancies.** Any vacancy occurring in the Board members and any membership to be filled by reason of any increase in the manner of members shall be filled by an appointment by the City Council of the City of Las Vegas. A member appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

Section 8. **Compensation.** Members of the Board shall not receive any compensation for their services.

ARTICLE FIVE OFFICERS

Section 1. **Officers.** The officers of the Board shall consist of a Chairperson and a Co-Chairperson, elected by a majority vote of the Board members, from among themselves, at the first Annual Meeting of the Board. Any vacancies occurring in any of these offices shall be filled by the Board for the unexpired term.

Section 2. **Presiding Officer.** The Chairperson shall preside at all meetings of the Board. When the Chairperson is not present, the Co-Chairperson shall be empowered to perform all acts prescribed for the Chairperson.

Section 3. **Removal.** Mayor or Councilperson will be notified if any officer has missed three consecutive unexcused meetings. Following approval of the Mayor or Councilperson, a notification letter will be sent to the Board officer under the signature of the Director of Neighborhood Services notifying that the person is being removed from the Board.

Section 4. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the City Council for the unexpired portion of the term.

Section 5. **Powers and Duties.** The several officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or other directives of the Board. In the absence of such specifications, each officer shall have the powers and authority and shall perform and discharge the duties of officers of the same title serving in boards having the same or similar general purposes and objectives as this Board.

The Chairperson shall preside at all meetings and has general supervision of the matters of the Board. The Co-Chairperson will assist and assume the duties of the Chairperson in his/her absence.

ARTICLE SIX BOOKS AND RECORDS

The Board shall keep correct and complete books and records of the account and shall also keep minutes of the proceedings of its members, the Board, and the committees having and exercising any of the authority of the Board, and the committees, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Board may be inspected by any member, or his or her agent or attorney, for any proper purpose at any reasonable time.

**ARTICLE SEVEN
AMENDMENT OF BY-LAWS**


These by-laws may be altered, amended, or repealed, and new by-laws may be adopted by the City Council of the City of Las Vegas.

ADOPTED this September 3, 2008

CITY OF LAS VEGAS

By: 
Oscar B. Goodman, Mayor

ATTEST:


Beverly K. Bridges, CMC, City Clerk

APPROVED AS TO FORM

Robert S. Sylvain 8-21-08