

## **North Gateway Redevelopment Advisory Board Purpose and Bylaws**

### **North Gateway Redevelopment Advisory Board Charge**

The purpose of the North Gateway Redevelopment Advisory Board (NGRAB) is to advise the Board of the Urban Renewal Agency of the City of Salem (“Agency Board”) on matters pertaining to urban renewal and tax increment fund allocations for the North Gateway Urban Renewal Area. Recommendations pertaining to policy, budget and implementation of urban renewal projects will be forwarded to the Agency Board for consideration, deliberation, and action.

### **NGRAB Membership and Terms**

The NGRAB is comprised of eleven voting members, serving a term of three years or until a successor is appointed by the Agency Board upon recommendation by the Mayor. The NGRAB shall be composed of:

- **Small and Large Businesses or Property Owners** - persons representing a small or large businesses, property owners, or others with financial or occupational interests in the North Gateway Urban Renewal Area (5 members)
- **Area Residents** - persons representing the residential areas within and adjacent to the North Gateway Urban Renewal Area (3 members)
- **Salem Community At-Large** - persons representing the Salem community at-large (3 members)

Vacancies shall be filled through appointment by the Agency Board. Members of the NGRAB may be reappointed, except that a member who has served two full three-year terms may not be reappointed until after the expiration of one full year from the date of term expiration. Members whose terms have expired shall continue to serve until replaced by the Agency Board. Members of the board shall receive no compensation for their services.

### **Duties**

The NGRAB is an advisory body to the Agency Board. The NGRAB shall make recommendations to the Agency Board on programs and issues affecting the Area, including:

Recommending tax increment fund allocations - including the priority, scope and scale of urban renewal projects within the North Gateway Urban Renewal Area for projects consistent with the Area Plan, such as:

- Rehabilitation of existing buildings
- New retail and office development
- Pedestrian amenities and beautification
- Industrial development
- Housing
- Transportation and transit
- State and Federal legislation affecting the Plan projects and priorities
- CDBG budgets and applications for Federal and State funding for programs,

- Land acquisition and renewal plans
- Priority, scope and scale of public improvements to be made in the area
- Selection of future developers
- Review and recommendation of preliminary and final plan of developers for Plan projects
- Development and monitoring of local low-interest loan and grant program
- The priority, scope and scale of projects within the Area

### **Board Member Responsibilities**

- Regularly attend NGRAB meetings and contribute constructively to NGRAB discussion; notify staff as soon as possible if attendance is not possible
- Declare any potential or actual conflicts as defined under Oregon Revised Statutes Chapter 244.
- Consider and discuss issues from a City wide perspective, as well as that of stakeholders.
- Understand and be able to articulate the NGRAB's purpose, responsibilities, and work plan.
- Participate in defining the NGRAB's annual work plan and priorities, based on input from Agency Board, constituency groups, Council, and neighborhood goals.
- Communicate and coordinate with member's constituent group to represent the group's perspective on key issues: and convey information from the NGRAB back to stakeholders.
- Review and provide comments on draft reports, recommended policies, and budgets.
- Provide annual feedback to the Agency Board on NGRAB process and progress at Agency meetings.

### **Operating Principles**

#### **Rules**

Unless otherwise provided by law or modified by these Bylaws, NGRAB procedures shall be governed by "Robert's Rules of Order," as may be amended. The NGRAB will strive to reach consensus on matters under consideration. All members' positions will be respected and considered and wherever possible the group will work collaboratively to reach a consensus on recommendations.

NGRAB members will communicate questions, issues and suggestions to staff. Staff will coordinate timely responses for Board consideration and further discussion. The NGRAB may communicate directly with the Agency Board or City Council on matters pertaining to the NGRAB's charge.

NGRAB meetings will start at 8:00 AM and end by 9:30 AM unless a majority vote of the Board designates otherwise. A quorum is required to hold a meeting. A quorum consists of a majority of " members." If there are vacancies on the board, those vacancies do not count toward determining a quorum.

#### **Schedule**

At the first meeting of the year, the Board shall elect a chair and vice chair to serve for one year. Each year, the NGRAB will determine an appropriate schedule to accommodate its annual work plan, and a regular meeting day and time to meet the majority of members' scheduling availability. In the event of the absence of the Chair and the Vice Chair, the staff liaison shall call the Board to order. If a quorum is present, those members present shall elect, by majority vote, a Temporary Chair for that meeting. Should the Chair or Vice Chair arrive, the meeting will be turned over to the Chair or Vice Chair.

At a minimum, the NGRAB must meet at least quarterly. Notice of the place, time, along with a list of the principal subjects anticipated to be considered at the NGRAB meetings must be specified no later than five days in advance of the meeting. Special meetings require 24 hours notice to members, to the public, and to news media requesting notice to include a" list of the principal subjects anticipated to be considered at the meeting." Notification of meeting cancellations, change of location, or last minute agenda changes must also be published and staff must notify the City Manager's Office.

### **Minutes and Record Keeping**

All meetings shall be audio recorded. Minutes of all regular, special and emergency meetings shall be taken and comprised in a "final action agenda." The "final action agenda" shall contain the following information:

1. The date, time, and location of the meeting or session;
2. The names of the members recorded as either present or absent;
3. Any motions, proposals, resolutions, and amendments thereto,
4. Results of all votes taken, listing dissenting votes (Secret ballots are prohibited),
5. And general description of all matters considered during the meeting.
6. Minutes shall be available to the public within a reasonable time after the meeting.

A copy of approved meeting minutes shall be filed with the City Recorder.

### **Open Meetings**

NGRAB meetings are open to the public. Meetings will be noted on the Agency's list of public meetings on line. If public participation is to be a part of the meetings, the Chair or presiding officer may regulate the order and length of appearances and limit appearances.

### **The Order of Business of each regular meeting shall be as follows:**

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. Appearance of Interested Citizens
5. Action Items
6. Information Items
7. Other
8. Adjourn

**Agenda**

Staff, along with the Board Chair, shall prepare an agenda for each meeting. Time limits will be established for each item to guide the meeting's discussion and actions.

**Reports to the Agency Board**

The NGRAB shall provide, at least annually, a report to the Agency Board summarizing accomplishments related to implementation of Agency Board goals along with future objectives of the NGRAB. The report shall be presented by the Chair of the NGRAB or designee.