

# BYLAWS OF THE TOWN OF MOUNTAIN VILLAGE COMMUNITY GRANT COMMITTEE

## ARTICLE I Formation

**Section 1 Creation and Name.** The name of this Committee, organized by the Town of Mountain Village (“Town”), shall be the Community Grant Committee (“Committee”), which Committee is authorized by Town Council to perform the task set forth herein. The Committee shall not have any binding authority on the Town or Town Council and its scope of rights to provide non-binding recommendations shall be limited as specifically set forth herein.

## ARTICLE II Intent and Purpose

**Section 1. Intent of Community Grant Program.** The Intent of the Mountain Village Community Grant Program (“Grant Program”) shall be to support those projects, programs and community services of non-profit organizations, which serve the the residential and business communities within the Town of Mountain Village and that help to support a strong and robust Mountain Village community

**Section 2. Purpose.** The purpose of the Committee shall be to receive, review and provide recommendations to the Town Council for grant awards to applicants that have complied with the Grant Program Guidelines.

## ARTICLE III Evaluation Process

**Section 1. Determination of Amount Allocated to the Grant Program.** Prior to September 1<sup>st</sup> of each year the Committee shall receive from the Town’s Finance and Budget Committee, the Finance Department and the Town Manager a recommended amount to be allocated in the Town’s budget to be allocated to the Grant Program. The Committee shall work with this amount as a target amount when considering applications and making recommendations. Such a recommendation shall not obligate the Committee to fund grants up to such amount, but is merely a recommendation.

**Section 2. Determination of Applicant Eligibility.** The Committee shall evaluate grant applications to determine if the application meets the eligibility requirements as set forth in the Grant Program Guidelines. This shall happen at the first meeting of the Committee following the submittal deadline. Each application that does not meet the eligibility requirements shall be eliminated from consideration and the Committee shall notify the applicant of such determination.

**Section 3. Initial Evaluation.** The Committee shall review each eligible application and shall begin a work product list of pros and cons for each application using the evaluation criteria as set forth in the Grant Program Guidelines. In doing so, the Committee may determine that it needs more information from an applicant in order to clarify the application and may request additional information from applicants as determined by the Committee. The Committee may determine in its discretion to interview each applicant or individual applicants. In no event shall the Committee consider additional information after the application deadline that has not been requested by the Committee, nor may this deadline be utilized to cure an incomplete application after the application deadline. In requesting additional information, the Committee shall establish a date prior to the Committee’s second meeting for the provision of additional information to the Committee and shall take into consideration Town Staff’s need to assimilate and distribute such additional information when setting such date.

**Section 3. Final Consideration and Recommendation.** The Committee shall formulate its recommendation to Town Council and direct Town Staff to put such recommendation into written form including a ratings spreadsheet/graph for each application based on ratings criteria to be established by the Committee. As needed, the Committee may call a special meeting to finalize the written form of such recommendations so long as such written recommendation to Town Council is submitted to the Town Manager, Finance Director and ultimately the Town Council so as to coincide with the Town's established budget process and timeline. The Committee Members may also attend the Special Budget Town Council meeting(s) at which the Town Council considers the recommendations of the Committee to give further oral testimony on such recommendations.

**Section 4. Out of Season Applications.** The Committee shall be responsible for receiving and providing a recommendation to the Town Council on grant applications which may be submitted to the Town that are not within the dates and deadlines contained in the Grant Program Guidelines. Such applications are discouraged; however, the Committee does recognize that extenuating circumstances may exist which necessitate submitting at a later date. In the event the Committee finds that such extenuating circumstances do exist, the Committee may evaluate pursuant to the Grant Program Guidelines and may submit a recommendation to Town Council for grant funding consideration. Town Council may fund these out of season grant requests through a contingency fund within the Grant Program budget or through other budgetary means if deemed appropriate by the Town Council.

## **ARTICLE IV Membership**

### **Section 1. Appointments.**

- A. The Committee shall consist of no less than six members, each of whom shall be appointed by Town Council and reflect the following membership:
  - 1. Two Councilors
  - 2. Two Town Staff Members
  - 3. Two residents of the Town
  
- B. Town Council may interview all candidates prior to appointing the Committee as an action at any regular or special meeting.

**Section 2. Purpose.** The responsibilities of the Committee members are outlined in Article III and IV. Town Council may add additional tasks at its discretion.

**Section 3. Term.** The Committee shall be active as long as the Grant Program shall exist. The term of each Committee member shall initially be one year for one member of each category and 2 years for the other member of each category. Thereafter, each Committee member appointed by Town Council shall be for 2 year terms.

**Section 4. Qualifications.** A member of the Committee as set forth in Article IV, Section 1(A) shall have the following qualification: Resident members shall maintain their permanent place of residence within the Town of Mountain Village and be a registered elector within the Town of Mountain Village.

**Section 5. Replacement.** Upon the vacation of a Committee member seat, the replacement Committee member(s) shall be appointed by the Town Council following the same process as the original appointment set forth in Article IV, Section 1 above.

**Section 6. Removal.** A Committee member may be removed from the Committee by majority vote of Town Council, for good cause only. The Committee Chairperson may, but need not, request that Town Council remove a Committee member who is absent from 50% of the regularly scheduled meetings within a 12 month period.

## **ARTICLE V Officers**

**Section 1. Officers.** The Committee shall decide by majority vote to elect a Chairperson and a Vice-Chairperson.

### **Section 2. Duties of Council Appointed Chairperson or Vice-Chairperson.**

- A. Chairperson. The Chairperson shall preside at all meetings of the Committee and shall perform all duties usually incident to the office of Chairperson and such other duties as may be assigned to him or her from time-to-time by the Committee, in accordance with these Bylaws.
- B. Vice Chairperson. The Vice-Chairperson shall, in the absence or disability of the Chairperson, have all powers of and shall be subject to all restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Committee from time-to-time, in accordance with these Bylaws.

**Section 3. Staffing Support.** In addition to the two Town Staff members of the Committee, the Town Staff shall provide staff support to the Committee to accomplish the tasks set forth above or as otherwise directed by Town Council. In seeking additional Town Staff support, the Town Staff Committee members shall be responsible for communicating such needs with other Town Staff and reporting back to the Committee with such information. Secretarial duties for the Committee shall be maintained by the Town Staff Committee members, as follows (1) keeping of minutes of Committee meetings and records of the Committee; (2) attending all Committee meetings and Town Council meetings related to the Grant Program; and, (3) assisting with such other matters as the Committee reasonably may direct to accomplish the tasks outlined above. Under no circumstances shall any Committee member direct any Town Staff in any manner as to how that person performs his or her duties as a Town employee. Any complaints of the Committee regarding staff support shall be directed to the Mayor and/or Town Manager.

## **ARTICLE VI Meetings, Recommendations and Award**

**Section 1. Regular Meeting.** The schedule for Committee meetings shall be as follows:

- A. The first meeting of the Committee shall occur between June 1<sup>st</sup> and September 1<sup>st</sup>. The purpose of this meeting shall be to discuss any organizational matters to consult with the Town's finance Committee, Finance Department and Town Manager on the recommended amount of funds for the Grant Program and any other preliminary matters which may need to occur prior to September 1<sup>st</sup>.
- B. The second meeting shall occur between September 1<sup>st</sup> and September 30<sup>th</sup>. The purpose of this meeting shall be to review applications submitted by the Grant Program application deadline for completeness and compliance and to discuss applications based on the purpose and goals of the Grant Program as set forth in these Bylaws and the Grant Program Guidelines. The Grant Committee shall also formulate recommendations of which applicants are recommended for consideration by the Town Council. The Grant Committee may schedule additional meetings to accomplish these goals if they cannot be accomplished in one meeting. By no later than September

30<sup>th</sup> of each calendar year, the Committee shall communicate its recommendations to the Town Manager and Finance Director in order for the Town Manager and Finance Director to incorporate the recommendations into the following year's budget for consideration by Town Council.

- C. Meeting dates shall be set and scheduled by the Committee, as set forth above. Attendance by Committee members at any meeting shall be in person or by telephone conference call where all parties can hear each other.

**Section 2. Special Meetings.** The Committee Chairperson shall be permitted to call Special Meetings as needed.

**Section 3. Order of Business.** At regular meetings of the Committee, the following outline presents the recommended order of business:

1. Approval of the /minutes of last meeting
2. Old business
3. New business
4. Adjourn

**Section 4. Voting.** When a motion for vote is made at any Committee meeting, all regular members of the Committee shall vote either by voice or roll call vote. A roll call vote shall be conducted upon the request of a regular member of the Committee or at the discretion of the presiding officer. Any action requiring a vote shall be decided by a simple majority of those Committee members in attendance at any duly convened meeting with a quorum. Any vote of the Committee is intended only to provide a means of creating nonbinding recommendations to the Town Council for consideration.

**Section 5. Quorum.** A majority of the Committee members shall be necessary to constitute a quorum for the transaction of business.

**Section 6. Rules of Order.** Unless otherwise specified in these Bylaws, the Committee will follow procedures outlined in Robert's Rules of Order, Newly Revised.

**Section 7. Agenda.** The appointed Town Staff committee member shall prepare the agenda, with guidance by the Chairperson, and shall distribute copies of all applications no less than five calendar days in advance of any scheduled meeting. Other items of the agenda shall include, but not be limited to, disposition of minutes of the previous meeting and of any intervening special meetings, committee reports, as well as old and new business.

**Section 8. Recommendation.** The Recommendation made by the Committee shall include detailed reasoning as to why each recommendation, whether for award or rejection, has been made for each applicant so as to enable Town Council to fully understand the Committee's rationale and make a final determination.

**Section 9. Town Council Consideration.** The Town Council shall consider the recommendations of the Committee during its budget hearings as a separate, but related, budget item on the agenda. However, no award shall be considered final until the Town Council approves the following year's budget at its December Town Council meeting, which contains the grant awards. The Town Council reserves the right to not make any awards in any given year. Within ten business days after the December Town Council meeting, the Committee shall notify all applicants of their status of reward or rejection including any requirements and/or conditions for recipients.

**Section 10. Funding of Award.** The funding of the grant to each applicant shall occur once the recipient has signed its grant agreement with the Town and shall occur upon the schedule of funding approved by the Committee and released in the Town's normal payment processing.

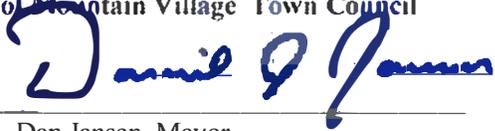
**ARTICLE VII  
MISCELLANEOUS**

**Section 1. Authority.** The authority of the Committee and its members shall be limited as to the express purposes and authority granted herein and shall not be expanded outside the scope of authority necessary to carry out these Bylaws and the Grant Program Guidelines.

**Section 2. Amendment.** These Bylaws and substantive changes to the Grant Program Guidelines shall not be amended, except by the majority vote of the Town Council at a duly noticed Town Council meeting. Notwithstanding the foregoing the Committee may make date adjustments to correspond to weekdays and non-holidays within the Grant Program Guidelines and other such minor adjustments as are necessary without the approval of Town Council.

**Adopted and Approved** by the Town Council at a public hearing held on January 19<sup>th</sup>, 2017.

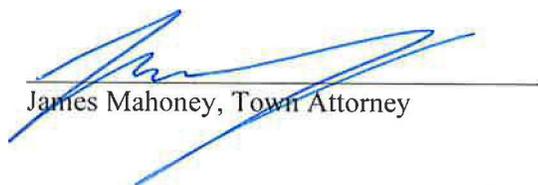
Town of Mountain Village Town Council

By:   
Dan Jansen, Mayor

**Attest:**

By:   
Jackie Kennefick, Town Clerk

Approved as to Form:

  
James Mahoney, Town Attorney