

CAPITAL LONG-RANGE IMPROVEMENT COMMITTEE
BY-LAWS

I. Name

This organization shall be known as the Capital Long-Range Improvement Committee (CLIC) as defined in Chapter 35 of the Minneapolis Code of Ordinance.

II. Mission

It shall be the mission of CLIC to advise the Mayor and City Council with recommendations for the City's five-year capital improvement program, applicable policies and process and annual capital improvement budgets.

III. Structure

The City Council and Mayor shall appoint CLIC members. The committee shall be comprised of 33 members: seven at-large members appointed by the Mayor; 26 members appointed by the City Council, two per ward. CLIC shall include an Executive Committee, and any other subcommittee(s) drawn from its membership to carry out the work of the committee.

The Executive Committee shall be comprised of the Chair and Vice-Chair of CLIC along with the chair and vice-chair of each standing subcommittee. The Chair and Vice Chair may recommend the creation of additional subcommittees to the full CLIC membership. Proposed subcommittees shall be created upon two-thirds affirmative vote of the full CLIC.

IV. Function

CLIC shall maintain a Policies and Procedures Manual which shall be adopted or amended by a majority vote of CLIC.

CLIC shall:

- Serve as a coordinating body for community participation in capital improvement programming, encouraging communications with other community organizations and individuals on matters directly related to City capital improvement programs as appropriate.
- Review the CLIC Capital Guidelines and make recommendations to the Mayor and City Council for revisions.
- Use a systematic process to review, evaluate and rate capital budget requests.
- Submit written recommendations in an annual report to the Mayor and City Council.

Executive Committee shall:

1. Advise CLIC on organizational and procedural issues.
2. Represent CLIC to the Mayor, City Council and other organizations.
3. Represent CLIC at the Joint Public Hearing with the City Planning Commission.

V. Membership

The term of office for all members, except as provided for by City Council action, shall run from January 1 of one odd-numbered year to December 31 of the next even-numbered year, with members serving until their successors have been appointed. Members are eligible for re-appointment.

All appointments made by the Mayor and City Council shall be subject to the City's Open Appointments Ordinance.

Members of the Committee shall receive no compensation for their service.

Committee members may be replaced at any time by their appointing authority in the event of resignation or poor attendance. The same procedure used in selecting new members shall be used in selecting replacements.

Letters of resignation must be submitted directly to the appointing authority with a copy to the Executive Secretary and the Chair of CLIC. In the event a letter of resignation is submitted only to the Executive Secretary of CLIC, the letter shall be forwarded to the appointing authority noting the need to replace the member.

In the event a member misses 3 meetings in a CLIC cycle, these absences shall be reported to the appointing authority. Annual attendance shall be reported to the appointing authority.

Members of the Committee are subject to the City's Ethics Ordinance. Members who have any special interest, monetary or otherwise, in any proposal before CLIC may be viewed as having a conflict of interest with regard to such proposal. In such cases, affected members shall declare such interests and refrain from rating or voting on any matter directly related to the proposal. The Executive Committee shall be informed of any conflicts, declared or not.

VI. Officers/Duties

CLIC and standing subcommittees shall elect from its membership a chair and vice-chair.

The Chair shall preside at all meetings and shall be the spokesperson for the Committee at public meetings and functions.

The Vice-Chair assumes the responsibilities of the Chair in his/her absence or upon his/her request.

In the event both the Chair and the Vice-Chair are absent for a regular meeting, the committee shall choose a member to serve as acting chair for that particular meeting.

In the event both the Chair and the Vice-Chair are unavailable to represent the group at public meetings and functions, the Chair may designate another member to represent the body.

The Chair and Vice-Chair of standing subcommittees shall serve on the Executive Committee. The officers shall be elected for two-year terms concurrent with members' terms and are eligible for re-election.

The CLIC Chair and Vice-Chair may propose additional ad hoc subcommittees.

VII. Meetings

The annual meeting schedule shall be developed by the Executive Secretary of CLIC in consultation with the Chair and Vice Chair of CLIC. The number and frequency of meetings will be dependent upon the number of proposals and the annual schedule adopted by the City Council.

Annual meeting schedules shall be made available to all members.

Meetings of the Committee are open and accessible to the general public.

A quorum shall consist of a simple majority of the current members present. Written proxies and temporary member substitutions shall not be permitted. The Committee and its subcommittees shall use the current edition of *Robert's Rules of Order Newly Revised* for conducting meetings.

VIII. Definitions

Infrastructure - A system of physical assets or intellectual property that is continuously owned by the City for public purposes to provide services for residents, businesses and visitors.

Capital Improvement - An action to acquire property or improve currently owned property for long-term public benefit or use. Capital improvements typically require the investment of certain (capital) funds to permit the construction of new or the reconstruction of, or additions to, existing public facilities that are a part of the City's infrastructure system. Major repairs that substantially rehabilitate or replace existing facilities are considered capital improvements when they add appreciably to the value of public properties or significantly extend the useful life of existing facilities.

Community Development - Actions by public and private entities that improve the physical or economic condition of the City. The term community development is defined here for purposes of this document, as activities in which the City acts in concert with a private investor to achieve certain community objectives. The City's involvement can range from property acquisition and land assembly of a public benefit, to providing a variety of financial assistance. The City's function is relatively short term and it does not continue to own or control properties involved in development. Municipal infrastructure and capital improvements frequently are required to generate and support community development activities.

IX. CLIC By-Law Revisions

These by-laws may be amended at any meeting of the Committee by a two-thirds vote of the currently appointed membership, with proper notice given. Proper notice shall be that the amendment has been submitted in writing at the previous regular meeting and by electronic mail to absent members with notice of intent to vote on the question at the next meeting. CLIC may not adopt by-laws amendments inconsistent with Chapter 35 of the Minneapolis Code of Ordinance.

As Approved by the CLIC Committee on 4/27/2019.