

Shared Prosperity Kalamazoo (SPK) Organizing Committee Bylaws

I. Creation & Purpose

There is established a Shared Prosperity Kalamazoo (SPK) Organizing Committee (“Committee” “Organizing Committee” or “SPKOC”) for the City of Kalamazoo as appointed by and to serve in an advisory capacity to the City Commission.

II. Membership of the Committee

A. Membership

The membership shall be comprised of eleven (11) members; the majority of which shall be City residents. There shall be one representative from each of the eligible SPK neighborhoods. The SPK Plan requires that each SPK neighborhood (Eastside, Edison, and Northside) has an active neighborhood association with a 501c3 status. The remaining members shall be at-large seats.

Members shall be selected for their expertise in those disciplines which will best assist the Committee in fulfilling its advisory capacities. This expertise may include but not limited to such areas as: financial, real estate, non-profit & for profit experience, education, housing, job creation and retention, workforce development, community economic development, neighborhood reinvestment and urban development, philanthropy, and youth development. In addition, deliberate and strategic thought will be applied to consider stakeholders across a variety of sectors including lived experience(s) of neighborhood residents, target populations, and actors from existing collaborations.

B. Term

Committee members shall be appointed for a term of three (3) years. Members may serve for two consecutive terms if a recommendation of approval is supported by the Committee and the continued appointment is approved by City Commission. Committee members having served two (2) consecutive terms may re-apply for appointment not sooner than one term, i.e., one (1) year from the date that their previous term expired. Members appointed to serve the remaining term of a vacated position upon completion of the unexpired term shall be eligible to serve two full terms. Terms shall expire on the last day of March. Any approved revisions to Committee membership will be enacted as the terms of the current Committee membership expire or are terminated.

In the event that a new member has not been approved to fill an existing member’s vacant seat, the existing member may serve until the Nominating Committee can make a recommendation and the City Commission can appoint a new member.

C. Appointment

The Committee shall finalize a recommendation to the City Commission to fill vacant positions by February each year if possible or as promptly as possible. The City Commission shall appoint all Committee members.

Recommendations to the City Commission for appointment of members shall be based on the following considerations:

1. Introducing new citizens into the advisory board process;
2. Ensuring the appointments represent a diverse cross-section of the community;
3. Providing a candidate that has experience and interest in effecting community development decisions and supporting the City of Kalamazoo in its goal to reduce poverty (past service on Committee considered);
4. Ensuring that several points of view are represented.

D. Neighborhood Representation

A neighborhood identified in Section II (A) shall have an opportunity to recommend an area representative to the Committee when a vacancy occurs in that neighborhood representative membership position.

E. Attendance

Organizing Committee members are expected to attend regularly scheduled meetings. If members are unable to attend a scheduled Committee meeting, members must inform the SPK Coordinator or the Chairperson before the start of that day's meeting.

In the event that an Organizing Committee member has missed three (3) consecutive regular meetings, unless excused by action of the Committee, is deemed to have vacated their position.

F. Removal

Grounds for removal may include, but not limited to:

1. excessive absences
2. dishonest or fraudulent conduct;
3. kickbacks, bribery or any other act or course of conduct illegally resulting in gain or personal enrichment of the member;
4. pleading guilty or nolo contendere to, any felony or crime involving moral turpitude;
5. Members of the Organizing Committee may be recommended to the City Commission for removal from the Committee by the Executive Committee for any legitimate non-discriminatory reason that would not violate a committee members' civil rights.

III. Duties of the Committee

- A. To work with the Community Planning and Economic Development staff to advise the City Commission on matters pertaining to prosperity within the City of Kalamazoo.
- B. To manage the process established by the City to allocate SPK High Impact funds. To stay informed of projects and activities related to SPK.
- C. To refrain from using Social Media or other communication methods to discuss and/or voice opinions about Committee affairs without committee consent.
- D. To perform such other duties and functions as assigned by the City Commission.

IV. Liaison and Staff Support

- A. City Commission Liaison

The City Commission shall appoint a City Commissioner(s) as liaison to the committee.

- B. Staff Support

Personnel in the Community Planning and Economic Development Department will provide clerical support and reasonable and appropriate research. Community Planning and Economic Development staff shall keep a record of Committee's transactions, resolutions, findings, and determinations and membership for the public record.

An agenda packet shall be provided to each member at least five (5) days before each meeting. The packet shall include an agenda, minutes, other pertinent documents, and the location and time of each meeting.

All documents provided to or used by the Committee shall be subject to disclosure in accordance with the Michigan Freedom of Information Act, MCL 15.231 et seq.

V. Committee Structure

- A. Officers of the Committee

Chairperson of the Committee

The Chairperson will be nominated by the active membership of the Organizing Committee. Thereafter, the Chairperson shall be elected by vote of the Organizing Committee for a term of one year and then may be re-elected. If a vacancy occurs in either the Chairperson or Vice-Chairperson, the Committee may fill such vacancy at any subsequent regular meeting. In the event that neither the Chairperson nor the Vice-Chairperson is present at a meeting, a temporary Chairperson shall be elected by a majority of the members present. The responsibilities of the Chairperson shall include, but are not limited to:

1. Consult on Committee agenda and preside at all meetings and Executive Committee.
2. Appointing members to all subcommittees.
3. Signing meeting minutes.

Vice-Chairperson of the Committee

The Vice-Chairperson will be nominated by the active membership of the Organizing Committee. Thereafter, the Vice-Chairperson shall be elected by vote of the Organizing Committee for a term of one year and then may be re-elected. If the Chairperson steps down from the Committee, the Vice Chairperson will automatically step into the role of Chairperson. The responsibilities of the Chairperson shall include, but are not limited to:

1. Carry out the responsibilities of the Chairperson in the absence, unavailability, or incapacity of the Chairperson.
2. Serve as Vice-Chair of Executive Committee.

B. Committees

Executive Committee (Standing Committee)

The Executive Committee will consist of the Chairperson, Vice-Chairperson of the Committee along with an appointed Community Planning and Economic Development (CPED) Staff appointed by the Department Director and It shall have the powers and duties set forth within these bylaws.

Nominating Committee (Standing Committee)

A Nominating Committee consisting of a minimum of three members, but less than what constitutes quorum, appointed by the Chairperson, shall review all applications consistent with the Bylaws and the City Commission Rules and shall make recommendations for appointment to Committee. The Nominating Committee, with assistance from City staff, shall begin outreach for new appointments in November of each year. Applications will be reviewed prior to the regularly scheduled February meeting to ensure appointment by the City Commission in March. In the event that all committee members cannot meet to interview potential candidates, the chair/vice chair may vote in their absence.

Goal Teams

Goal Teams in the areas of Youth, Jobs, and Family shall constitute Standing Committees established by the SPK Plan. The duties of the Goal Teams shall include functions and tasks that impact overall prosperity for City residents and long-term poverty reduction in the areas of youth, jobs, and families.

Members of the Goal Team will represent populations identified in Section II (A) and shall be approved by the Executive Committee. General obligations of Goal Team members shall include but not limited to:

1. Giving subject-matter expertise to identify ambitious, cost effective, needed, and valuable concerns for the priority populations on a Goal Team focus area.
 2. Assisting with researching best practices that the initiative should adopt or consider adopting.
 3. Providing inside knowledge of community, non-profit and industry priorities and needs.
 4. Aiding in prioritizing strategies within SPK and City plans according to social and economic parameters including but not limited to job creation, social impact, two-generational impact, racial equity, etc.
 5. Becoming an ambassador to promote, and develop support for, Shared Prosperity Kalamazoo strategies.
- C. Other Committees may be created from time to time upon the recommendation of the Executive Committee and following approval by the full Committee.

VI. Meetings

A. Regular Meetings

The Committee will hold regular scheduled meetings as determined annually by the Committee. Members and the public will be notified of the time, location, and agenda five (5) business days in advance.

B. Special Meetings

Special meetings may be called by the Chairperson in conjunction with the Community Planning and Economic Development staff or by a majority of the membership of the Committee. Members and the public will be notified of the time, location, and agenda five (5) business days in advance.

C. Open Meetings Act

All meetings of the Committee shall conform to the requirements of the Michigan Open Meetings Act, MCL 15.261 et seq.

D. Quorum

A simple majority of the active members shall constitute a quorum.

VII. Amendment of Bylaws

These Bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Committee by a two-thirds (2/3) vote of the active voting members, each member having one vote. Before any changes are made, a copy of the proposed changes shall be provided to each member in the agenda packet at least five (5) days prior to the meeting at which such action is proposed to be taken. Any amendments to these Bylaws shall not go into effect until approved by the City Commission.