AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO.
Ordinance to Establish Community Engagement Committee	**AGENDA DATE:** 4/30/2024

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

This committee was formed in 2021 by Mayor Scott and Dana Poindexter. It fell to the wayside during the 2022 election and was started again in 2024 by Mayor Sanders. The committee has since written bylaws and would like to be established as an official city committee.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

A motion to establish the Community Engagement Committee and approve the eight committee members: Randy Robinson and Glencora Withers (Ward 1), Christopher Ramsey and Yesenia Solis (Ward 2), Roderick Daniels and Dustin Fullerton (Ward 3), and Daniel Daley and Rene Moseley (Ward 4)

REQUEST FOR LEGAL SERVICES

REQUEST FOR:

- ○ Agreement/Contract
- ○ Bid/Advertisement/Legal Notice
- ○ Grant Application/Proposal
- ○ Lease/Deed
- ○ Legal Opinion/Action
- ◉ Ordinance
- ○ Public Hearing
- ○ Resolution

REQUESTED BY:

Name Jordan Reynolds

Title Mayor's Asst.

Date Requested 4/15/2024

Completion Date By 4/25/2024

Agenda ☑ Yes ☐ No Date 4/30/2024

INSTRUCTIONS:

Prepare and submit original only. Explain reason for request below. The question, or supporting data, should be stated as fully and in as precise terms as possible. All pertinent facts and any Code reference should be set out and **SUCH DOCUMENTS AS ARE NECESSARY SHOULD BE ATTACHED.**

Please be specific about what you wish the City Attorney to do.

Please review this draft ordinance and the attached bylaws for the official formation of the Community Engagement Committee.

ROUTE TO:	INITIALS:	DATE:	COMMENTS:
1) Department Director			
2) Finance Director			Fund Acct # _____ Funding Available Yes No
3) City Attorney			
4) Department Director			
5) Mayor			

ORDINANCE NO. 2024-___

AN ORDINANCE TO RESTRUCTURE AND ESTABLISH AN EIGHT-MEMBER COMMUNITY ENGAGEMENT COMMITTEE, TO APPOINT COMMUNITY ENGAGEMENT COMMITTEE MEMBERS FOR THE CITY OF BRYANT, AND FOR OTHER PURPOSES

WHEREAS, the City of Bryant is one of the fastest-growing cities in central Arkansas and in the spirit of that growth the City Council desires to establish a Community Engagement Committee to reach out and engage citizens for the purpose of spreading awareness of events and other important issues occurring within the city and,

WHEREAS, the City Council is desirous of appointing qualified, experienced, dedicated and knowledgeable citizens from the City of Bryant to serve on the Community Engagement Committee and,

WHEREAS, the City Council desires to create and perpetuate fair and equal representation on the Community Engagement Committee by ward and,

THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRYANT, SALINE COUNTY, ARKANSAS THAT:

Section 1: The City Council hereby establishes a restructured Community Engagement Committee for the City of Bryant, Arkansas, according to the attached bylaws containing the rules and procedures drafted by the current Community Engagement Committee members.

Section 2: The provisions of this Ordinance are separable and in the event that any section or part hereof shall be held to be invalid, such invalidity shall not affect the remainder of this Ordinance.

Section 3: All ordinances and resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this ____ day of _____ 2024

APPROVED:

_____
Mayor

ATTEST:

_____
Mark Smith, City Clerk

Community Engagement Committee
Bylaws

Drafted: April 2024

Section I - Purpose and Scope

1. The City of Bryant Community Engagement Committee (hereafter: the CEC) exists to:
    a. Purpose: To help build trust and confidence between the city and its residents by serving as the City of Bryant's extended communications arm, raising public awareness on city services, promoting our vision of inclusivity, and encouraging resident participation in local activities and governance.
    b. The CEC shall regulate all business in a manner consistent with applicable city ordinances and other binding authority and will not regulate by policy letter or any other medium that can reasonably be construed as an attempt to legislate or circumvent public participation.

Section II - The Committee

1. Committee Membership and Terms
    a. Membership shall consist of eight (8) members. There will be two (2) Committee members for each Ward (1, 2, 3, and 4). Each Ward shall be identified as Committee member Position one (1) and two (2).
    b. Members of the CEC shall be named and appointed by the Mayor and confirmed by the City Council. Members who are appointed to fill vacancies for terms, which have not expired, shall join the Committee at the next meeting following their appointment and confirmation. All members of the Committee whose terms may expire shall serve until their successors in office have been appointed and confirmed.
    c. CEC members who miss three (3) or more meetings during any one calendar year, except for excused illnesses or absences, may be replaced. The City Council may consider excessive absenteeism as cause for removal. A CEC member may be removed by a two-thirds (2/3) vote of the City Council. The CEC Chairperson will communicate issues of absences to the Council liaisons for Council action.
    d. Terms of the members of the CEC shall be four (4) years. The initial appointment of Committee members shall be staggered two (2) and four (4) years for an eight-member committee.

3. The Chairperson
    a) The election of the Chairperson shall be held at the first Committee meeting of each calendar year.
    b) Nominations shall come from the floor and officers shall be elected to office by a simple majority of Committee members. Voting on election of Chairman in which there is a contest shall be by secret ballot.
    c) The office of Chairperson shall be filled for terms of two years each.
    d) The Chairperson shall preside at all meetings and hearings of the Committee. In the event of the absence or disability of the Chairperson, the person with the most seniority of the Committee shall preside.
    e) The Chairperson shall present to the Committee for its approval the names of all

persons appointed to sub-committees. The Chairperson shall designate one member of such sub- committee to serve as the sub-committee chairperson.

f) The Chairperson shall sign all approved minutes, and when authorized, other documents on behalf of the Committee.

g) The Chairperson and the city staff liaison shall work to prepare the agenda for each meeting.

Ex-Officio

a) The Mayor shall assign an advisor/liaison from the City Council and such other staff assistance from the City staff as deemed necessary for the Committee to work. The staff's appointment, promotion, demotion or removal shall be subject to the same provisions of law as governed by other employees of the City.

   i) Community Engagement Liaison: With respect to the operations of the Committee, the duties of the Liaison shall include, but not be limited to the following:

      (1) Advise the Committee on furnishing information to the public and other agencies

      (2) Advise and advocate with the City Council concerning the intent and desire of the Committee

      (3) Advise committee of any possible conflicts with the community concerning the plans or recommendations of the committee.

      (4) Attend all meetings and gatherings conducted under the auspices of the Committee

   ii) Executive Secretary: The Mayor's Assistant/Communications Coordinator shall perform the duties of executive secretary to the Committee and shall be in attendance at all meetings of the Community Engagement Committee. The Executive Secretary shall be responsible for:

      (1) Providing updated status reports City projects.

      (2) The agendas of items to be considered at meetings as prescribed by the Chairperson

      (3) Carrying on routine correspondence

      (4) Maintaining files of the Committee

      (5) Maintaining a record of the Bylaws of the Committee and Current membership of the Committee with their terms of office

      (6) Maintaining a record of organization of the Committee and its staff

      (7) Serves as Secretary of all sub-committees and provides minutes of each meeting

      (8) Preparing the minutes of each meeting and publishing the minutes to the City website attached to the following month's Community Engagement Committee agenda.

Section III - Procedures

A. Duties of the Committee

   1) Advocate on behalf of Bryant to residents and Elected Officials

   i. Provide needed information regarding events, feedback, and community involvement
   ii. Encourage community involvement in obtaining needed resources and future development
2) Intentionally communicate with residents, elected officials and the Committee in order to:
   i. Understand concerns and desires regarding communication/engagement/events
   ii. Communicate those concerns and desires to the staff liaisons
   iii. Educate regarding the importance of being an involved citizen
   iv. Generate community engagement in any long range or strategic planning process
3) Advise the Department and elected officials regarding:
   i. Agreements with partner organizations
   ii. Long range planning and capital improvements
   iii. Advise the Mayor on operational or other issues brought by the staff liaisons

Section IV - Meetings

A. Regular Meetings

1) The Community Engagement Committee shall meet regularly as determined by the Committee.
2) The time of the meeting will be at 6:00 p.m.
3) The Committee shall meet regularly at the Boswell Municipal Complex.
4) Notice – (a) All meetings should be made public through notification of local news agencies; (b) notification to the local press of all meetings shall be made at least two (2) hours before the meeting takes place to ensure the public shall have representatives at the meeting; (c) legal notice on plans, regulations, ordinances, or amendments shall be published as prescribed by the City of Bryant or by law.

B. Called Meetings

1) Special meetings may be called by the Chairperson, or by three (3) Committee members, or by a majority of those present at a regular or called meeting. Notice of such a meeting shall be given as prescribed for a regular meeting. Announcement of a special meeting at any meeting at which all members are present shall be sufficient notice of such meeting.
2) Under extraordinary conditions, an emergency meeting may be called at the direction of the Chairperson by telephone and without other notice. However, notification to the local press may not be omitted.

C. Adjourned Meetings:

1) Where all matters cannot be disposed of on the day set, the Committee may adjourn from day-to-day as necessary to complete the hearing of all items docketed.
2) A majority vote of those present shall be required to adjourn.

Section V - Conduct of Business

A. Order of Agenda: All meetings shall be conducted in accordance with the agenda, which shall enumerate the topics and cases in the following order:

1) Roll Call / Finding a quorum
2) Reading and approval of minutes as read
3) Business
4) Adjournment

B. Order of Meeting: At a meeting, the order shall be as follows:

1) Announcement of subject by the Chairperson
2) Discussion and recommendations by the Committee and/or Sub-Committees
3) Interested party's presentation
4) Opposing views
5) Rebuttals
6) Committee members vote on the request as filed

C. Standard Rules of Procedure: Except as may otherwise be set forth in these Bylaws,

parliamentary procedures shall be as stated in the latest edition of Robert's Rules of Order, Revised. Procedural provisions of these Bylaws may be suspended with the consent of three-fourths (3/4) of those Committee members present.

D. Special Rules of Procedure:
   1) Quorum – A quorum for the transaction of business shall be five (5) members except when a reduction in force caused by a member(s) resignation makes this impossible. A quorum shall be considered the majority of the remaining members of the Committee.
   2) Vote and Proxy – Each Committee member, including the Chairperson, shall be entitled to one (1) vote. No Committee member shall cast a vote for another member by proxy.
   3) Motion and Voting – Any matter of business requiring action by the Committee may be presented by oral motion, and the members present may voice their vote. In the case of a split vote, the chairperson may request a show of hands. The minutes shall indicate voting to be "denied" or "passed" and the name of any abstained.
   4) Majority vote – (a) Simple majority of those members present at a meeting shall be sufficient to approve any administrative or procedural action; (b) in those instances where a majority vote of the full Committee cannot be, the matter before the Committee shall be automatically deferred until the next schedule meeting; (c) in the event that no majority vote is obtained at the second meeting, the matter will fail due to lack of a majority.
   5) Conduct of Meeting – Public meetings shall be conducted informally, and the Chairperson shall make all rulings and determinations regarding all matters presented, except that any member shall be privileged to make inquiries personally and to call for a vote on any ruling of the Chairperson with which he or she does not agree, whereupon the vote shall determine the effective ruling. It shall be the purpose of the Chairperson to expedite all meetings, confining them to the presentation of only essential matters in the interest of saving time, but entertaining the presentation of sufficient matter to do substantial justice to all concerned.

E. General Policies:
   1) Formal Action – No request for final approval shall be made to the Committee without it being an agenda item. However, with majority approval, the Committee may suspend the rules and add an item to the agenda.
   2) Closing of Agenda – No application for an agenda item shall be submitted to the Committee, or prepared by the Ex-Officio for submission unless it has been filed one week prior to the regularly scheduled meeting of the Committee.
   3) Open Meetings – All meetings of the Committee shall be open to the public as required by law.
   4) Public Records – All minutes of the Committee meetings and all petitions, applications, reports and other documents on which action has been taken by the

Committee shall be open to the public and available for inspection as required by law.

5) Reconsideration of Denied or Amended Applications:
    i. Expunging Action – The Committee may, when it deems necessary and for cause, expunge any motion and subsequent action in order to introduce a substitute motion for other action. The motion to accomplish such shall be made immediately and preceding the introduction of the next item of business on that agenda. When an item has been voted on and passed over for the next item of business, it shall not be recalled at the meeting for further action.
    ii. Reconsideration – Except for cause and with the unanimous consent of all members present at a meeting, no matter on which final action has previously been taken shall be reopened for further consideration by the Committee unless reconsideration is granted by the Committee. The case will be rescheduled for the next regular meeting.
6) Individual(s) with inquiries on the docket shall be present or represented at the meetings and prepared to discuss the request.
7) Individuals or user groups must obtain approval through the Parks Committee for any policies or guidelines relating to park issues. If the issue is denied by the Committee, the individual or user group has the option to appeal to the City Council.
8) Precedents – No action of the Committee shall be deemed to set a precedent. Each item docketed shall be decided upon its own merit and circumstances attendant thereto.
9) Public comments and association reports are limited to no more than three (3) minutes unless otherwise approved by the Parks Director prior to submission of the Parks Committee agenda.
10) Dissent - If a member of the Committee wishes to dissent from a majority opinion of the Committee they may communicate a written minority opinion to: All members of the Committee, The Parks Director, The Mayor, and All members of the City Council.

Section VI - Amendments

These Bylaws may be amended or repealed by an affirmative vote of not less than a majority of the full membership of the Committee. A proposed amendment or a motion to repeal shall first be presented in writing at a regular meeting and placed on the agenda for subsequent regular meeting for action, unless ten days written notice has been given to all Committee members in which case action may be taken at any regularly scheduled meeting.