

HISTORIC WEST DES MOINES MASTER PLAN STEERING COMMITTEE BYLAWS

SECTION 1. ESTABLISHMENT OF COMMITTEE:

This body shall be known as the Historic West Des Moines Master Plan Steering Committee – 2021 Update. The Committee was established in 2021 under the direction of the Mayor and City Council.

SECTION 2. AREA SERVED:

The area served by this body is generally the geographic area bounded by the following streets and as illustrated in Attachment “A”:

- Eastern boundary: 1st Street. Between Railroad Avenue and Grand Avenue.
- Southern boundary: Railroad Avenue. Between 1st Street and Grand Avenue
- Northern and Western Boundary: Grand Avenue. Between Railroad Avenue and 1st Street

SECTION 3. MISSION:

The Mission of the Historic West Des Moines Master Plan Steering Committee is to:

1. Partner with the City of West Des Moines to build interest, excitement, awareness, and community consensus around a comprehensive strategy for Historic West Des Moines by representing the diverse interests of current businesses, residents, and investors.
2. Work towards updating the masterplan to address growth and redevelopment going forward into the future.
3. Make recommendations and provide guidance to the City Council on matters pertaining to the creation, revising and implementation of the Historic West Des Moines Master Plan.

SECTION 4. APPOINTMENT AND MEMBERSHIP:

1. **Appointment:** The Historic West Des Moines Master Plan Steering Committee consist of volunteer citizens from established, 501c3 non-profit organizations that represent the residential and business communities. Membership appointments are made by each organization. The Committee is assisted in its efforts by two City Council members who are ex-officio, non-voting members. The committee is not a part of the City administration. The Committee shall be made up of the following:

Organization	Number of Representatives
Historic WDM Valley Junction Neighborhood Association	3
Valley Junction Resident Association	3
Residents appointed by the Mayor	2
Historic Valley Junction Foundation	7
West Des Moines Chamber	1
City of West Des Moines, City Council (ex-officio, non-voting members)	2

2. **Member's Duties:** Member of the Historic West Des Moines Master Plan Steering Committee – 2021 Update are expected to:
 - a) Regularly attend and participate in scheduled meetings.
 - b) Be prepared for meetings by reading materials, minutes, and other resources.
 - c) Understand the aim, strategy and intended outcomes of the master plan
 - d) Respectfully consider ideas and issues raised
 - e) Be willing to reach consensus.
 - f) Provide guidance to the city staff and consultants.
 - g) Help to clearly balance conflicting priorities and resources.
 - h) Be an advocate and actively promote the outputs of the master plan
 - i) Foster positive communication outside of the Committee regarding the Master Plan 's progress and outcomes.
 - j) Be a conduit of accurate discussions and actions back to the larger groups they are representing

3. **Replacement of Members:** Vacated memberships shall be appointed by the organization that originally made the appointment. Proxy membership or representation is not allowed.

SECTION 5. OFFICERS

1. **Establishment of Officers**
 - a) Officers of the Historic West Des Moines Master Plan Steering Committee shall be Chair and Vice-Chair. Officers shall be elected by the Committee.
 - b) The Historic West Des Moines Master Plan Steering Committee shall have a Secretary, who shall be provided by the City of West Des Moines, and who shall not be an appointed member of the Committee.

2. **Function and Duties of Officers**

- a) Chair: The chair shall be the presiding officer at all meetings of the Historic West Des Moines Master Plan Steering Committee.
- b) Vice-Chair: The vice-chair shall serve in the absence of the chair and while so serving have all the authority held by the chair.
- c) Secretary: A staff member of the Department of Community and Economic Development shall serve as secretary. The secretary shall attend all meetings of the Historic West Des Moines Master Plan Steering Committee and shall keep an accurate record of all motions and the spirit and intent of statements made at the meetings. The minutes will be action item minutes and not verbatim.

SECTION 6. MEETINGS

1. Time and Location

Meetings of the Historic West Des Moines Master Plan Steering Committee shall generally be held on Wednesdays at the West Des Moines Human Services' large conference room starting at 4:00 PM or as deemed necessary by the Chair. Alternative locations of the meeting may be set by the Committee Chair a minimum of 7 days prior. All meetings shall be open to the public. The Chair or Vice-Chair may authorize the secretary to poll the members of the Committee for the purpose of canceling a meeting.

2. Meeting Procedure

- a) The Chair calls the meeting to order.
- b) The Committee approves the agenda
- c) The Opening Statement is read for all in attendance (See Attachment B).
- d) Citizen Forum (for Items other than what is listed on the agenda)
- e) A presentation of agenda items.
- f) The Chair opens the floor for public comment on the agenda item.

Rules for Public Comment:

- I. When speaking members of the public should state their name and address prior to making their comments.
- II. Each member of the public will be given 5 minutes to speak.
- III. All statements at the meeting shall be directed to the Committee and cross conversation among those in attendance is prohibited.
- IV. Questions shall be directed first to the Chair, who may then ask the proper person to answer. With such answer also being directed to the Committee.
- V. When the opportunity for public comment is closed, the public may only address the Committee if a question is directed to them.
- g) The Chair closes the floor for public comment.
- h) Following public comment, the committee discusses the matter further and a motion may be made. Prior to the making a motion the committee member

should make a brief statement of the reason for the motion. Such a motion shall require a majority vote of those committee members present to pass.

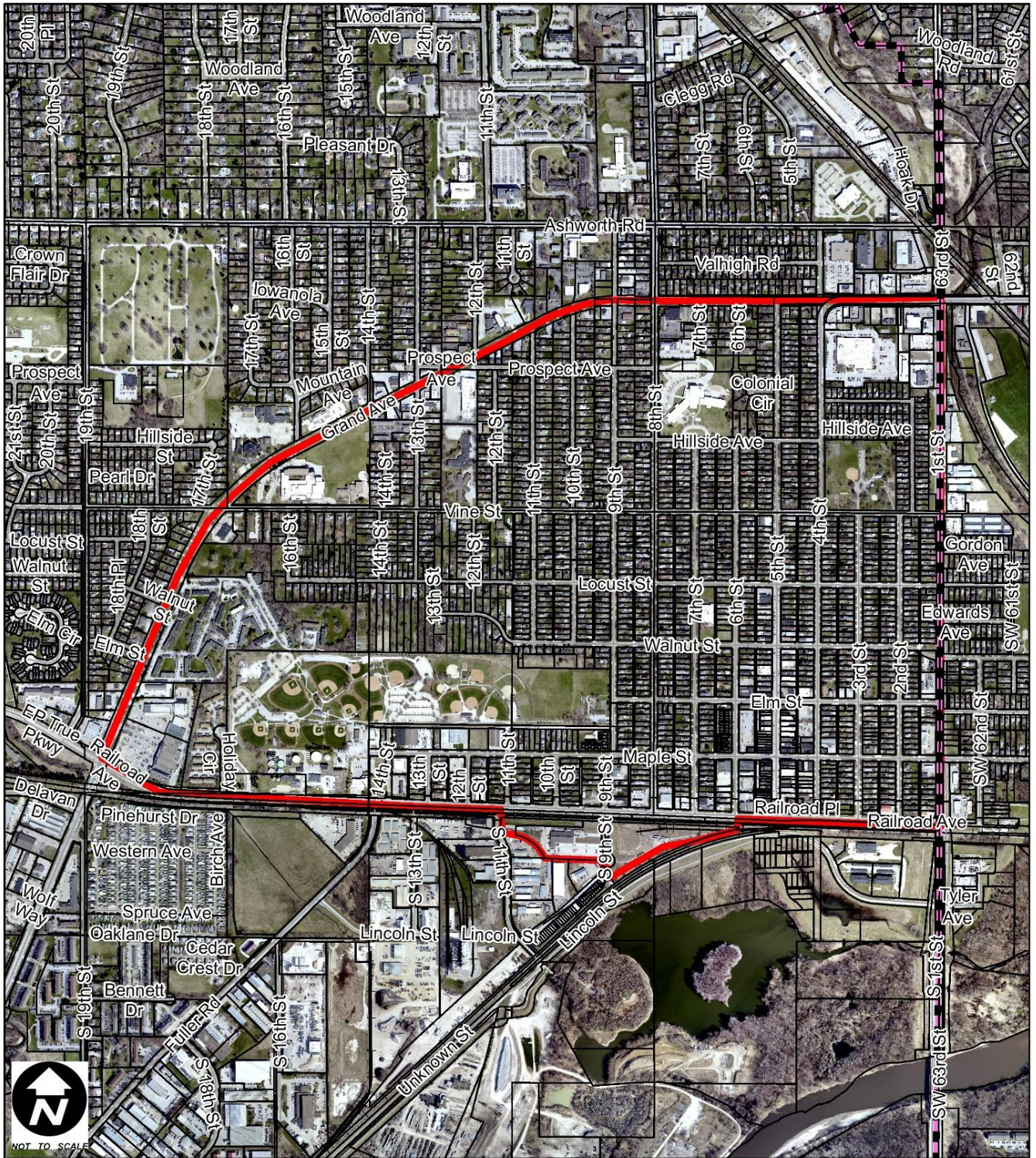
- i) Votes shall be by roll call. Any motion may be tabled or amended in keeping with Roberts Rules. If the Committee feels that delaying an action to get more information would be in the best interests, the discussion may be continued to a later date. Such a motion for continuance shall be made and require a majority vote of those present.

3. Quorum

A majority of the appointed members, including either the Chair or Vice Chair, shall constitute a quorum for the conducting of a meeting.

SECTION 7. CONSIDERATION OF STEERING COMMITTEE RECOMINDATIONS

Recommendations made by the Historic West Des Moines Master Plan Steering Committee shall be forwarded by the Committee Secretary to the appropriate City Department or pertinent consultants representing The City of West Des Moines. At the next scheduled Steering Committee meeting, City Staff will provide an update on the progress being made.



HISTORIC WEST DES MOINES MASTER PLAN STEERING COMMITTEE SERVICE AREA



Legend

-  Corporate Limit
-  VJ District Boundary

**OPENING STATEMENT
HISTORIC WEST DES MOINES MASTER PLAN STEERING COMMITTEE**

Welcome all to The Historic West Des Moines Master Plan Steering Committee meeting. This committee is made up of independent volunteer citizens. The makeup of the committee was determined the Mayor and City Council. The committee is not a part of the City administration. The Steering Committee is served in our efforts by the City of West Des Moines staff. The Committee's purpose is to:

1. Partner with the City of West Des Moines to build interest, excitement, awareness, and community consensus around a comprehensive strategy for Historic West Des Moines by representing the diverse interests of current businesses, residents, and investors.
2. Work towards updating the Master Plan to address growth and redevelopment going forward into the future.
3. Make recommendations and provide guidance to the City Council on matters pertaining to the creation, revising and implementation of the Historic West Des Moines Master Plan.

It is our goal that the meeting is orderly. We encourage discussion but recognize the fact that there will be differences of opinion. We request that everyone is shown mutual reverence and discussions are conducted in a respectful manor. To ensure the meeting does not become unnecessarily lengthy, we ask that everyone's testimony be focused on new facts or evidence not already presented. If you wish to speak, please come forward, wait to be recognized by the chair and then state your name and address for the record.

Rules for Public Comment:

- VI. When speaking members of the public should state their name and address prior to making their comments.
- VII. Each member of the public will be given 5 minutes to speak.
- VIII. All statements at the meeting shall be directed to the Committee and cross conversation among those in attendance is prohibited.
- IX. Questions shall be directed first to the Chair, who may then ask the proper person to answer. With such answer also being directed to the Committee.
- X. When the opportunity for public comment is closed, the public may only address the Committee if a question is directed to them.

In closing, this committee does not make final decisions. All recommendations made, will be forwarded to the Plan and Zoning Commission and City Council final action.