



WEST VALLEY CITY  
CLEAN & BEAUTIFUL COMMITTEE  
**BYLAWS**

**ARTICLE 1. ORGANIZATION AND PURPOSE**

- A. A motion to provide for the creation of the West Valley City Clean & Beautiful Committee (“Committee”) was passed at the Regular Meeting of the City Council on February 18, 1993.
- B. The purpose of the Clean and Beautiful Committee shall be to promote public interest in the general improvement of the appearance of West Valley City; to initiate, plan, direct, and coordinate programs for the promotion of community pride and general beautification and improvement of the physical quality of life in West Valley City.

**ARTICLE 2. PRINCIPAL OFFICE**

The principal office and mailing address of the Committee is:  
West Valley City Clean and Beautiful Committee  
3600 S. Constitution Boulevard  
West Valley City, Utah 84119

**ARTICLE 3. APPOINTMENT AND POWERS OF THE CLEAN & BEAUTIFUL COMMITTEE**

- A. The Committee shall consist of up to thirteen (13) resident members and two (2) staff members. Members are appointed by the City manager and approved by the City Council.
- B. The term of appointment is four years. (Appointments may be staggered for continuity.)
- C. The Chairman shall be appointed annually by the City Manager and approved by the City Council. Election and appointment of other officers may be held from time-to-time to facilitate the business of the Committee.
- D. The Committee may create subcommittees and use volunteers, who are not on the Clean & Beautiful Committee, to facilitate the business of the Committee.
- E. Should a vacancy occur, nominees may be solicited and recommended to the City Manager as soon as possible after notification of the vacancy.
- F. The Committee shall determine its own objectives which shall not be inconsistent with the objectives of the City.



**ARTICLE 4. OPERATIONS**

- A. As allowed by Ordinance 3-10-506, the bylaws and other applicable law, and with the prior approval of the City Manager, the West Valley City Clean and Beautiful Committee may:
1. Plan, initiate, direct, and coordinate community-wide efforts to achieve its goals.
  2. Promote community pride through the development of activities, events, and programs.
  3. Make recommendations to the City Manager regarding measures which it deems necessary to accomplish its objectives.
  4. With prior City Council approval, solicit and accept donations and appropriations of money, services, products, property, and facilities for expenditure and use by the Committee for the accomplishment of its objectives.
  5. With prior City Council approval, perform any other function that would further the purposes described in Section 3-10-702.
- B. The collection and expenditure of funds by the Committee shall be under the direction of the City Manager and City Council pursuant to budgeting and accounting procedures currently established by City ordinance and related policies, state law and other applicable regulations.

**ARTICLE 5. MEETINGS**

- A. Meetings of the Committee shall be held the first Wednesday of each month. Special meetings may be called by the Chair or a majority of the members of the Committee as needed.
- B. Notice of all regular meetings of the Committee shall be sent to all members by ordinary mail and/or email at least three (3) days prior to each meeting. Such notice shall include date, time, place of the meeting, as well as a copy of the agenda for the present meeting and a copy of minutes of the previous meeting.
- C. All meetings of the Committee shall be conducted by the Chair, in whose absence the Vice Chair will preside.
- D. In order to properly conduct the business of the Committee, fifty percent of the membership must be present to constitute a quorum. In the event that a quorum cannot be established, those members of the Committee that are present may hear reports and presentations on meeting agenda items. No formal action shall be taken on agenda items until a quorum is established. Each of the agenda items requiring formal action by the Committee will be placed on the agenda for the next regularly scheduled meeting.
- E. All members of the Committee shall have equal voting rights. A designated alternate may vote in the absence of a voting member. To pass and adopt an item on the agenda, a simple majority of members in attendance, once a quorum is established, is required, unless otherwise specified.



- F. Written minutes shall be kept of all meetings. Such minutes shall include: date, time and place of meeting; the names of the members present and absent; the substance of all matters proposed, discussed, or decided; a record of all votes taken; and any other information that a member requests be entered into the minutes.
- G. Special emergency meetings may be held when, as a result of unforeseen circumstances, it is necessary to consider matters of an urgent or emergency nature. In such a case, the notification requirements may be disregarded and the best notice practicable shall be given. No such emergency meeting shall be held unless a reasonable attempt has been made to notify all of the members of the Committee and a majority vote in the affirmative has been reached to have such a meeting.

**ARTICLE 6. ELECTIONS.**

- A. A chairman shall be recommended by a majority vote of the Committee annually during the regular May meeting. The name of the person selected by the Committee will then be submitted to the City Manager, with the advice and consent of the City Council, for approval and appointment.
- B. Election of additional officers as the Committee may deem necessary, shall be held at the first meeting after the appointment of the new chairman. Officers shall be elected by a majority vote of the Committee.
- C. Officers shall assume office in July after the appointment & approval process has taken place.
- D. Should a vacancy occur in an elected office, election to that office shall be through a nominating process at next regular meeting.

**ARTICLE 7. OFFICERS.**

- A. Officers shall serve:
  - 1. Chair at the pleasure of the City Council;
  - 2. Vice Chair;
  - 3. Secretary/Treasurer;
  - 4. Other officers at the pleasure of the Committee;
  - 5. Officers may succeed himself/herself.
- B. Duties of the officers include:
  - 1. Chair: It shall be the duty of the Chair to preside at all meetings of the Committee, act as ex-officio member of all other committees, and to perform such other duties as may be designated.
  - 2. Vice Chair: The Vice Chair shall serve as a member of the Committee and shall perform all duties of the Chair during an absence and shall perform any other duties designated.



3. Secretary/Treasurer: It shall be the duty of the Secretary/Treasurer to keep minutes, account balances, mailings, maintain appropriate records of the Committee, and other duties as may be assigned. Also, the Secretary/Treasurer will work with the Public Relations Director who is the custodian of all monies for the Committee. This office shall be filled by a City staff member.

**ARTICLE 8. SUBCOMMITTEES.**

- A. To assist in carrying out the objectives and purposes of the Committee, subcommittees may be created by appointment by the Chair of the Committee, as the case may be. In appointing certain subcommittees, the Chair will also designate the Chair of the respective subcommittee. A majority shall constitute a quorum and shall be necessary for official action.
- B. Other Committees: The Chair may establish and appoint other committees, or make other assignments as necessary to meet the needs of the organization.

**ARTICLE 9. REMOVAL OF A MEMBER**

- A. Any member of the Committee may be removed by the City Manager with concurrence of the City Council. In order to maintain membership on the Committee, attendance is required at six meetings per year, with allowance for excused absences. The Committee may recommend removal to the City Manager for cause.

**ARTICLE 10. RESIGNATION**

- A. Resignation of any member should be in writing and delivered to the City Manager. Such resignation shall take effect at the time specified.