

STAR CITY STRONG RECOVERY FUND TASK FORCE CITY OF ROANOKE

BY-LAWS AND RULES OF PROCEDURE

I. Purpose

The following by-laws and rules of procedure are adopted by the Star City Strong Recovery Fund Task Force (“Task Force”) to facilitate performance of its duties set forth by City Council in the adoption of Resolution 41741-060120, adopted June 1, 2020, to review the Star City Strong: Response, Recovery, Resiliency Framework, evaluate alternatives and make recommendations to City Council for the use of the Star City Strong Recovery Fund to support the recovery and resiliency of the Community.

II. Members, Officers and Duties

- A. General As set forth in Resolution 41741-060120, the Task Force consists of thirty-nine (39) members. The Mayor, the Vice-Mayor, the City Manager, the thirty-five (35) individuals appointed by City Council in Resolution No. 41771-061520, adopted June 15, 2020, and one (1) member to be designated by the Roanoke Branch of the National Association for the Advancement of Colored People and ratified by City Council.
- B. Co-Chairs. Sherman P. Lea, Sr., Mayor, and Joseph L. Cobb, Vice-Mayor, shall serve as Co-Chairs of the Task Force. Mayor Lea shall preside as chair at each meeting of the Task Force. The Mayor shall preside at meetings of the Task Force, decide all matters of order and procedure, subject to the rules and by-laws of the Force, unless directed otherwise by a majority of the Force in attendance at such meeting of the Task Force. If the Mayor is absent from the meeting, the Vice-Mayor shall serve as presiding Chair.
- C. Secretary. Pursuant to Resolution 41741-06012020, the City Manager shall serve as the Secretary of the Task Force. The Secretary, with the assistance from the City Clerk and her staff and subject to the direction of the Co-Chairs and the Task Force, shall keep all records, serve notice to all members of all meetings, prepare an agenda for such meetings, conduct all correspondence of the Task Force, and generally supervise the clerical work of the Task Force. The Secretary, with the assistance from the City Clerk and her staff, shall keep the minutes of each meeting of the Task Force and file them with the City Clerk. These minutes shall show the record of all important facts pertaining to every meeting, every decision acted upon by the Task Force, and the total vote for or against any resolution or other matter, indicating the names of members absent or failing to vote. The Secretary shall record all rulings issued by the Task Force. The Secretary shall notify the City Clerk promptly if any vacancy occurs in the membership of the Task Force.

III. Meetings

- A. Regular Meetings. The Task Force will have at least four (4) weekly meetings, commencing on Friday, June 26, 2020, and thereafter in each of the three succeeding weeks. Each meeting shall be held in the City Council Chamber, Room 450, Noel Taylor Municipal Building, 215 Church Avenue, S.W., Roanoke, Virginia and shall commence at ____ p.m.
- B. Public Hearing. Pursuant to Resolution 41741-060120, the Task Force shall conduct at least one (1) public hearing. Notice of the public hearing shall be published in a newspaper of general circulation within the City at least five (5) days and not more than (10) days prior to the date of the public hearing.
- C. Attendance. Members absent, without excuse, from two (2) or more regular meetings may be considered for removal from Task Force. The Co-Chairs and Secretary shall notify City Council and, if removed, City Council may appoint a replacement.
- D. Special Meetings. Special meetings of the Task Force may be called at any time by either of the Co-Chairs by written notice given personally to each member in hand or by electronic communication, or left at their place of residence not less than twenty-four (24) hours prior to the time fixed for the meeting. If all members of the Task Force are present at the special meeting, then the requirements as to prior notice shall be deemed to be waived.
- E. Quorum and Vote. Twenty (20) members of the Task Force present at a meeting shall constitute a quorum, and no action of the Task Force shall be valid unless authorized by a majority of those present and eligible to vote, except with regard to amendments to these By-laws as set forth in Article VIII hereof. A tie vote is to be construed as a denial of the requested action. No member's vote on any matter may be cast by proxy.
- F. Conduct of Meetings. All meetings shall be open to the public; provided, however, that closed meetings may be held in compliance with the Virginia Freedom of Information Act. The order of business at regular meetings shall be as follows:
 - a. Roll Call
 - b. Reading and Approval Of Minutes
 - c. Reports Of Officers
 - d. Unfinished Business and General Orders
 - e. New Business
 - f. Announcement
 - g. Adjournment

IV. General responsibilities of the Task Force

The Task Force shall assume and perform the duties set forth in Resolution 41741-060120 to review the Star City Strong: Response, Recovery, Resiliency Framework, evaluate alternatives and make recommendations to City Council for use of the Star City Strong Recovery Fund to support the recovery and resiliency of the community. The Task Force will develop written recommendation for City Council and deliver such written recommendations to City Council. The Task Force shall present its recommendations to City Council at the City Council session on July

20, 2020.

V. Parliamentary Procedure

The rules contained in the latest revised edition of Robert’s Rules of Order shall govern the Task Force in all cases in which they are applicable and in which they are not inconsistent with the by-laws and rules of procedure of the Task Force.

VI. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than twenty (20) members of the Task Force. Any proposed amendment to the by-laws will be presented, in writing, at a regular meeting of the Task Force for action at that meeting.

Sherman P. Lea, Sr., Co-Chair

Date

Joseph L. Cobb, Co-Chair

Date

Robert S. Cowell, Jr., Secretary

Date