



# SAN DIEGO CITY-COUNTY REINVESTMENT TASK FORCE



## Bylaws of the San Diego City-County Reinvestment Task Force

### PROPOSED AMENDED Bylaws of the San Diego City-County Reinvestment Task Force ARTICLE 1: NAME AND PURPOSE

#### I. Name

~~(A)~~ The name of this organization shall be **San Diego** City-County Reinvestment Task Force (herein referred to as RTF)

~~(B)~~ ~~The name of the advisory group of the RTF shall be Reinvestment Advisory Board (herein referred to as RAB)~~

#### II. Legal Authority

The RTF was created in 1977 by separate and joint resolutions of the San Diego County Board of Supervisors and the San Diego City Council. See San Diego Resolution R-219283 (Sept. 7, 1977). In 1993, the RTF was substantively restructured after approval by the three agencies that play roles in it, namely, the San Diego City Housing Commission, the County Board of Supervisors, and the San Diego City Council. San Diego Resolution R-282628, RR-282628 (Sept. 13, 1993).

RTF is further guided by established by City of San Diego Council Policy 900-09 and County of San Diego Board of Supervisors Policy A-123.

#### III. Purpose

The primary purposes with regards to reinvestment in our divested communities for which this organization is created include:

~~(A)~~ Serving in an advisory capacity to the City and County of San Diego;

~~(B)~~ Monitoring and reporting lender performance;

(1) The RTF, or committee thereof, ~~including the RAB~~, shall work with community, local government, and lender representatives to:

(i) Establish new, or upgrade existing, San Diego specific Community Reinvestment Act (CRA) plan(s)

(ii) Annually analyze lender Home Mortgage Disclosure Act (HMDA) data and provide a report to the City Council and Board of Supervisors.

(iii) Report status of monitoring efforts to the City and County on an annual basis;

~~(C)~~ Education, marketing, and public information; and

(1) The RTF shall develop and implement an education/marketing/public information plan that includes, but is not limited to

(i) Development and maintenance of an Internet web site for electronic display and distribution of information related to Reinvestment Task Force activities;

## Bylaws of the San Diego City-County Reinvestment Task Force

- (ii) Production and distribution of the RTF newsletter no less than three times annually to interested government, community, and lending industry representatives;
- (iii) Implement the Reinvestment Task Force Master Plan
- (iv) Implement the Legislative Platform and review annually
- (v) Write necessary grants to supplement RTF funding for administration and for special projects. Provide all necessary program reports related to grant receipts.

### (D) New program development

- (1) The RTF, or a committee thereof, ~~including the RAB~~, shall investigate at least one new housing or economic development initiative and forward recommendations for implementation to the City and County.
- (2) The RTF, ~~or a committee thereof, including the RAB~~, shall engage financial institutions, such as Credit Unions and other Community Development Financial Institutions (CDFI), on an advisory basis, to foster innovation, build community connections, and promote economic opportunities to the City and County's underserved communities.
- (3) The RTF, ~~or a committee thereof, including the RAB~~, shall engage the City's Economic Development Department and County's Office of Economic Development and Government Affairs on an advisory basis for matters related to affordable housing, policy and legislative matters, grant program opportunities, and small business support.
- (4) The RTF, ~~or a committee thereof, including the RAB~~, shall focus on programs that encourage equity, community and revitalization of low/moderate income census tracts. Additionally, the RTF shall promote economic inclusion for historically marginalized communities and advise on programs that address disparate impacts of climate change.

The RTF will adopt an ongoing plan to execute these and other related duties.

## ARTICLE 2: MEMBERSHIP AND ORGANIZATION

### I. Membership

- (A) The RTF will consist of the following 15 members from the following categories
  - (1) A member of the San Diego City Council who shall serve as Co-Chair;
  - (2) A member of the County of San Diego Board of Supervisors who shall serve as Co-Chair;
  - (3) A representative from each of five financial institutions, some of which are large lenders in the San Diego area.
  - (4) Five representatives of community housing, economic development, and small business organizations.
  - (5) One representative from a city or the unincorporated area in each of the three regions of the county (North County, East County, and South County).

## Bylaws of the San Diego City-County Reinvestment Task Force

- (B) ~~The RAB will consist of the following 10 members from the following categories~~
- ~~(1) A member of the San Diego City Council who shall serve as Co-Chair;~~
  - ~~(2) A member of the County of San Diego Board of Supervisors who shall serve as Co-Chair;~~
  - ~~(3) Five representatives of community housing, economic development, and small business organizations;~~
  - ~~(4) One representative from a city or the unincorporated area in each of the three regions of the county (North County, East County, and South County);~~

### II. Appointments

- (A) Members will be appointed as follows:
- (1) The Mayor shall appoint, and the Council shall confirm, the member of the City Council designated as the RTF Co-Chair;
  - (2) The County of San Diego Board of Supervisors shall designate a board member as Co-Chair;
  - (3) The Co-Chair representing the County of San Diego will select two of the three regional representatives, and the Co-Chair representing the City of San Diego shall select one regional representative. The Co-Chairs will jointly agree on which Co-Chair will designate the appointee from each region.
  - (4) The Co-Chair representing the County of San Diego will appoint two community representatives. The Co-Chair representing the City of San Diego will appoint three community representatives.
  - (5) Regional appointees representing a city can be selected one of two ways:
    - (i) The appointing Co-Chair(s) can directly appoint a resident or someone who works in the named city to represent that city; or
    - (ii) The Co-Chair(s) can designate the named city itself as the appointing authority, and that named city can appoint a private citizen, public employee or elected official as their representative.
    - (iii) Any member cities under (5)(ii) above will pay a membership fee decided upon by the RTF. The membership fee may be nominal.
- (B) Appointments shall be made effective when the appropriate appointing authority submits a signed and dated letter to the RTF staff.

### III. Term Lengths

The members shall serve a term of three (3) years and may be eligible for reappointment

### IV. Removal of Members:

- (A) Membership on the RTF can be revoked through one of the below mechanisms. Members can be removed for poor attendance, conflict of interest, dereliction of duty, and other reasons as determined by the RTF.

## Bylaws of the San Diego City-County Reinvestment Task Force

- (1) Members appointed to the RTF can be removed with a two-thirds vote of the RTF.
- (2) Members who are community representatives may also be removed by the Co-Chair who originally appointed them, or by that Co-Chair's successor.
- (3) Members who represent local governments may also be removed by an action of their respective legislative bodies.
- (4) Members who represent local governments or financial institutions may also be removed by joint action by the Co-Chairs.

### V. Vacancies

- (A) Mayoral appointments of the City Council member not made within forty-five (45) days after a vacancy occurs shall be made by the Council.
- (B) The Co-Chairs are vested with authority to appoint the members of RTF. ~~New appointments shall be made by the appointing Co-Chair within forty-five (45) days after a vacancy occurs, and if they do not take such action within forty (45) days after a vacancy occurs, then the [xxx] shall make such appointments."~~
- (C) If any representative from a financial institution does not complete their term, the Co-Chairs may select a new representative from a financial institution to complete the remainder of the original appointee's term.
- (D) If any regional representative does not complete their term, the Co-Chairs may elect to either appoint a new representative to complete their term, or where the appointee is a representative of a city, invite the city to select a replacement, according to the process under (ii) above.
- (E) If any community appointee does not complete their term, the Co-Chair who made the original appointment will select a new community member to complete the remainder of the original appointee's term.

## ARTICLE 3: MEETINGS

### I. Frequency of Meetings:

The meetings of the RTF will be held monthly at a time and place decided upon by the Co-Chairs.

### II. Process of Meetings:

RTF meetings will follow Roberts Rules of Order, except where modified by these bylaws. In the absence of both Co-Chairs, the Co-Chairs may jointly name one of the members to act as chair for that meeting.

~~When required, the RTF may adjourn its meeting and convene a new meeting as the RAB. RAB meetings will follow Roberts Rules of Order, except where modified by these bylaws. In~~

## Bylaws of the San Diego City-County Reinvestment Task Force

~~the absence of both Co-Chairs, the Co-Chairs may jointly name one of the members to act as chair for that meeting. Following any required actions or discussions, the RAB will adjourn its meeting and reconvene as the RTF.~~

### III. Voting Procedures:

~~(A)~~ A majority of RTF members and alternates is required to constitute a quorum. The RTF may adopt items by a majority vote of the members and alternates who are present at the meeting.

~~(B) RTF banking members may abstain from a vote on an advocacy item that may be in legal conflict with the financial institutions CRA compliance requirements. However, the banking members feedback on said item may be provided for advisory purposes.~~

## ARTICLE 4: MEMBERS AND THEIR DUTIES

### I. Responsibilities of Membership of the Reinvestment Task Force:

Members of the RTF are responsible for attending meetings of the full Task Force and workgroups to which they belong. If a member is unable to attend a meeting, they may send an alternate from their organization. ~~Absence from more than two Task Force meetings a year will be grounds for reconsideration of the appointment.~~

### II. Absence from Meeting.

(A) Absences due to illness, emergencies, or other justifiable reasons are generally considered excused. Unexcused absences are those without a valid reason or prior notification. To be considered an excused absence, the Member's absence shall be reported to the RTF Staff prior to the time set for the meeting.

(B) Reconsideration of an appointment may occur if a voting member or alternate is absent without having been excused from two (2) regular or special meetings of the RTF in a calendar year. Appointment reconsideration will be determined and must be approved by the RTF Co-Chairs.

### III. Staff:

The staff of the RTF will be decided upon through mutual agreement between the City, the County and the San Diego Housing Commission. Staff will be responsible for preparing agendas, taking minutes, and providing administrative, logistical, and policy support for the RTF and its activities.

## ARTICLE 5: AMENDMENTS

### I. Adoption, Amendment, and Suspension of the Bylaws:

A majority vote of the RTF is required to adopt these bylaws. Once the bylaws are adopted, a two thirds vote is required to suspend or amend these bylaws.

## **Bylaws of the San Diego City-County Reinvestment Task Force**

At the time these bylaws are adopted, all member terms of the RTF, except for the two Co-Chairs, will expire. Appointment of new or continuing members of the RTF to new three-year terms will proceed in accordance with these bylaws.

***Approved by the Reinvestment Task Force on January 16, 2014***

***Updated November 15, 2018***

***Updated \_\_\_\_\_, 2025***