

**Guidelines for
Sustainable Communities
STEERING COMMITTEE**

Charge: Provide guidance and oversight in the performance of the Sustainable Communities Regional Planning Grant Agreement (“Agreement”); facilitate local collaborations and in-kind contributions to that effort; oversee coordination with the US Department of Housing and Urban Development, the US Environmental Protection Agency, and the US Department of Transportation, with accountability to the Des Moines Area Metropolitan Planning Organization (“MPO”) as lead agency and signatory to the Agreement; and build public awareness and community consensus in support of the contemplated regional planning process and the eventual Regional Plan for Sustainable Development (“RPSD”).

Conditions: The Steering Committee is a sub-group of the MPO and reports on its activities to the MPO Executive Committee. The Steering Committee’s activities will be subject to the Iowa Open Meetings Law (Iowa Code Chapter 21) and its records will be subject to the Iowa Public Records Law (Iowa Code Chapter 22). The Steering Committee’s meetings will be conducted generally in conformity with Robert’s Rules of Order. The Steering Committee will, subject to approval of the MPO, select its membership from time-to-time. The Steering Committee may, from time-to-time, appoint sub-committees and/or task forces that include members of the Steering Committee and/or others from the central Iowa community who have knowledge and/or skill sets deemed advantageous to the assigned work of the sub-committee or task force. Any sub-committee or task force comprised of less than a majority of the members of the Steering Committee will not be subject to the Iowa Open Meetings Law unless otherwise provided by the Steering Committee. Staffing support for the activities of the Steering Committee and any sub-committees and task forces will be provided by the MPO, along with supplies and costs associated with those activities and reimbursable from grant proceeds.

Authority / Limitations: The Steering Committee will have general responsibility and authority for day-to-day administration and oversight of the performance of the Agreement, administration of associated contracts, and the direction of assigned support staff, subject to the following limitations:

1. Provisions of applicable state and federal law.
2. Provisions of the Agreement.
3. Policies and directives adopted by the MPO.
4. Execution of contracts.
5. Provisions of applicable contracts.
6. Any proposed action of the Steering Committee, other than recommendations to the MPO Executive Committee, that is not supported by at least 60% of the Steering Committee members present and voting at a duly called meeting of the Steering Committee.

Subject to the foregoing, the Steering Committee will from time-to-time make decisions and adopt policies, procedures, and operating protocols as deemed necessary and proper in order to fulfill its charge.