

Community Development Act Advisory Committee

Meetings on second Thursday of each month at 6:30 p.m. as set forth in the Bylaws of the Community Development Act Advisory Committee.

Bylaws

I. Duties of the Committee

The primary responsibility of the Community Development Act Advisory Committee (CDACC) is to work with department staff by providing input related to on going Comprehensive Community Development and by reviewing Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnership Program (HOME) proposals and making funding recommendations consistent with the objectives of the federal government, the priorities identified in the City's federally mandated Consolidated Plan, as amended, and with other locally adopted priorities, as applicable.

It is also the responsibility of the Committee to actively participate in the community and citizen participation process. Examples of CDAAC membership participation include, but are not limited to presence at the Consolidated Plan and Annual Plan Public Hearing and special meetings, the CDBG Budget Public Hearing, the Pre-Submission Workshop, and other special meetings, as applicable.

II. Membership of the Committee

A. Membership

The membership shall include a total of thirteen (13) members, six representing each of Kalamazoo's CDBG-eligible neighborhoods:

Eastside – 1

Edison – 1

Northside – 1

Stuart – 1

Vine – 1

West Douglas – 1

And seven (7) at-large members selected for their expertise in those disciplines which will best assist CDAAC in fulfilling its advisory capacities. This expertise may include such areas as financial; real estate; non-profit experience; business ownership; education; special needs; emergency shelters; homeless assistance; housing rehabilitation; neighborhoods, job creation and retention; neighborhood reinvestment and urban development.

B. Term

Committee members shall serve for a term of three (3) years. Committee members may serve two (2) consecutive terms, and may re-apply for appointment not sooner than one term, i.e., three (3) years from the date that their previous term had expired. Terms shall expire on the last day of March. The approved revisions to CDAAC membership will be enacted as the terms of the current CDAAC membership expire or are terminated.

C. Appointment

A three member Nominating Committee, appointed by the Chairperson, shall review all applications consistent with the Bylaws and the City Commission Rules and shall make a recommendation to the full committee. The full committee shall finalize a recommendation to the City Commission to fill vacant positions. The City Commission shall appoint all members of the committee.

Each neighborhood identified in Section II (A) shall have an opportunity to recommend an area representative, and/or alternate, to the committee when a vacancy occurs in the neighborhood representative

position. The recommendation must be submitted to CDAAC within twelve (12) weeks from when the position was vacated.

Recommendations to the City Commission for appointment of members shall be based on the following considerations:

1. Introducing new citizens into the advisory process;
2. Ensuring that appointments represent a cross-section as to gender, race, neighborhood, etc., of the community;
3. The experience and interest of applicants in the subject matter that would come before the advisory committee. Consideration may be given to past service on the committee.
4. The desire to have several points of view represented.

III. Liaison and Staff Support

A. Liaison

The City Commission shall appoint a City Commissioner as liaison to the committee.

B. Staff Support

Personnel in the Community Planning and Development Department will provide clerical support and reasonable and appropriate research. Community Planning and Development staff shall keep a record of the Committee's transactions, resolutions, findings, and determinations and membership for the public record.

An agenda packet shall be mailed out to each committee member at least 5 days before each meeting. The packet shall include an agenda, minutes, other pertinent documents, and the location and time of each meeting. The meeting shall be announced at the City Commission.

IV. Officers of the Committee

The committee shall elect a Chairperson and a Vice-Chairperson from among its active membership at the regular March meeting. In the event a vacancy occurs in either of these offices, the committee may fill such vacancy at any subsequent regular meeting. The Chairperson and Vice-Chairperson shall serve for a term of one year. In the event that neither the Chairperson nor the Vice-Chairperson are present at a meeting, a temporary Chairperson shall be elected by a majority of the members present.

The Chairperson shall preside at all meetings of the Committee and in his or her absence the Vice-Chairperson shall preside and exercise all the duties of the Chairperson.

The Chairperson shall appoint all subcommittees.

IV. Meetings

Regular CDAAC meetings will be held on the second (2nd) Thursday of each month at 6:30 p.m. The location will be announced.

Special meetings may be called by the Chairperson in conjunction with the Community Planning and Development personnel or by a majority of the membership of the committee. Members and the public will be notified of the time, location, and agenda five (5) working days in advance.

Any item, to be acted upon, shall be shown on the agenda for said meeting. CDAAC procedural items and minutes may be approved with a simple majority of CDAAC members present. Other items, including those involving policy and recommendations for funding, may be discussed but no action can be taken without two-thirds (2/3) of the active members in attendance. Active members are all members whose seats are not vacated.

A membership shall be considered vacated if the member is absent, unexcused, from more than three (3) consecutive scheduled meetings of the committee, or from more than five (5) scheduled meetings of the committee in a consecutive twelve month period. The committee will make a recommendation to the City Commission on the appointment of a new member as promptly as possible.

A simple majority of the active members shall constitute a quorum.

VI. Method of Procedure

The rules of Parliamentary Practice, as provided in **Robert's Rule of Order**, shall govern in all cases provided such rules are consistent with these Bylaws. The order of meetings shall be as follows:

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
- D. Citizen Comments on Non-Agenda Items
- E. Communication / Member Reports
- F. Old Business
- G. New Business
- H. Citizen Comments
- I. Adjournment

All external requests for programs that are to be funded from CDBG, ESG, and HOME funds shall be reviewed by CDAAC prior to a recommendation being made to the City Commission.

CDAAC shall also review project amendments that result in substantial change to the Consolidated or Annual Plan.

The Community Planning and Development Department shall prepare an annual report, consistent with current federal requirements and shall report progress to the committee. Community Planning and Development shall also inform CDAAC of changes in the federal regulations which will affect the deliberations.

VII. Amendment of Bylaws

These Bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Committee by a two-thirds (2/3) vote of the active voting members, each member having one vote. Before any changes are made, a copy of the proposed changes shall be mailed to each member in the agenda packet at least five (5) days prior to the meeting at which such action is proposed to be taken. Any amendments to these Bylaws shall not go into effect until approved by the City Commission.