

Bylaws of the Community Development Act Advisory Committee

Approved by the Kalamazoo City Commission on February 5, 2024

I. Creation and Governance

There is established a Community Development Act Advisory Committee (“CDAAC”) for the City of Kalamazoo as appointed by and to serve in an advisory capacity to the City Commission. CDAAC shall be governed by the City Commission Rules related to advisory boards and committees, and these bylaws.

II. Membership of CDAAC

A. Membership

The membership shall be comprised of nine (9) city residents. There shall be one representative from each of the core neighborhoods which have an active neighborhood association with 501c3 status. Core neighborhood seats shall include Eastside, Edison, Fairmont/Douglas, Northside, Stuart, and Vine.

If a core neighborhood association loses 501c3 status, the available seat shall convert to an at-large member until the 501c3 status can be reinstated. If the status is reinstated, the next available at-large seat will revert to a neighborhood seat.

The remaining members shall be at-large seats. All efforts shall be made to recruit representatives from Community Development Block Grant eligible neighborhoods for these at-large seats.

Members shall be selected for their expertise in those disciplines which will best assist CDAAC in fulfilling its advisory capacities. This expertise may include such areas as financing; real estate; non-profit experience; business ownership; education; special needs; emergency shelters; homeless assistance; housing rehabilitation; neighborhood job creation and retention; neighborhood reinvestment and urban development.

B. Term

CDAAC members shall be appointed for a term of three (3) years. Members may serve for two consecutive terms if a recommendation of approval is supported by CDAAC, and the continued appointment is approved by City Commission. CDAAC members having served two (2) consecutive terms may re-apply for appointment not sooner than one term, i.e., three (3) years from the date that their previous term expired.

Members appointed to serve the remaining term of a vacated position upon completion of the unexpired term shall be eligible to serve two full terms. Any approved revisions to CDAAC membership will be enacted as the terms of the current CDAAC membership expire or are terminated.

Per the City Commission Rules, all new terms shall commence on April 1st and expire on March 31st. In the event that a new member has not been approved to fill an existing member's vacant seat, the existing member may serve until the Nominating Subcommittee can make a recommendation and the City Commission can appoint a new member.

C. Appointment

CDAAC shall finalize a recommendation to the City Commission to fill vacant positions by February each year, if possible, or as promptly as possible. The City Commission shall appoint all CDAAC members.

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

1. Introducing new community members into the advisory committee;
2. Ensuring the appointments represent a diverse cross-section of the community;
3. Providing a candidate that has experience and interest in effecting community development decisions and supporting the City of Kalamazoo (past service on CDAAC considered);
4. Ensuring that several points of view are represented.

D. Neighborhood Representation

A neighborhood identified in Section II.A shall recommend an area representative to CDAAC when a vacancy occurs in that neighborhood representative membership position. The recommendation must come through an approved motion of the neighborhood board.

In the event a neighborhood association forgoes their responsibility of recommendation, the neighborhood seat will remain vacant and quorum reduced until the seat can be filled.

Nomination from the neighborhood association is not a guarantee of appointment to CDAAC. All applicants are subject to the selection process II.C. noted herein.

E. Attendance Requirements

Per the City Commission Rules for advisory boards and commissions, a membership shall be deemed vacated if the member is absent from more than 50 percent of the regular CDAAC meetings within any six-month period. If there is a month where a meeting is not scheduled or has been canceled due to lack of agenda items, that month will not count towards the six- month period.

For meetings where a quorum cannot be reached, members who are absent will be noted by Community Planning and Economic Development staff per the attendance requirements noted above.

If members are unable to attend a scheduled CDAAC meeting, members should inform Community Planning and Economic Development staff or the Chairperson by 2:00 p.m. before the start of that day's meeting.

F. Active Member

Active members are defined as all members whose seats are not vacated.

III. Duties of CDAAC

- A. To work with the Community Planning and Economic Development staff to advise the City Commission on matters pertaining to community development within the City of Kalamazoo.
- B. To assist Community Planning and Economic Development staff with the alignment of the City Master Plan, and the strategies and priorities of the 5-Year Consolidated Plan.
- C. To review the applications of the annual competitive process established by the city to allocate the set aside of Community Development Block Grant and HOME Investment Partnership Program funds not designated for city use.
- D. To make recommendations to the City Commission on applications reviewed through the competitive process for the expenditure of set aside Community Development Block Grant and HOME Investment Partnership Program funds.
- E. To promote the community development activities within the city with special attention to the core neighborhoods and other neighborhoods containing concentrations of low- and moderate-income households.
- F. To ensure community participation in all phases of the federal allocation process and to actively participate in the Consolidated Plan and Action Plan public hearings and special meetings, and other special meetings as applicable.
- G. To refrain from using social media or other communication methods to discuss and/or voice opinions about CDAAC affairs, during the funding decision cycle without CDAAC consent.
- H. To perform such other duties and functions as assigned by the City Commission.

IV. Subcommittees

A. Creation of Subcommittees

From time-to-time CDAAC may find it prudent to create a subcommittee to assist with a particular project, activity, research topic, etc. CDAAC shall determine the scope, duties, and duration of the subcommittee, which will require a majority vote of the active CDAAC members. The scope, duties, and duration of the subcommittee will be included in the minutes of the meeting.

B. Membership of Subcommittees

The Chair shall accept volunteers and CDAAC shall vote on the membership of the subcommittee. Approval of subcommittee members shall be a majority vote of active CDAAC members. Subcommittees shall be limited to the number of members that will avoid a quorum of CDAAC.

C. Appointment of Subcommittee Chair

By majority vote, the Subcommittee shall appoint a Chair to conduct all meetings.

D. Subcommittees

1. Nominating Subcommittee

A Nominating Subcommittee shall review all applications for CDAAC consistent with the Bylaws and the City Commission Rules and shall make recommendations for appointment. In the event that all Nominating Subcommittee members cannot meet to interview potential candidates, the CDAAC chair and/or vice chair may vote in their absence.

The Nominating Subcommittee, with assistance from city staff, shall begin outreach for new appointments in November of each year. Applications will be reviewed prior to the regularly scheduled February meeting to ensure appointment by the City Commission in March, if possible. However, recommendations for appointment by City Commission may happen at any time.

2. Application Subcommittee

An Application Subcommittee may be formed each year to review the Community Development Block Grant and HOME Investment Partnership Program grant applications submitted through the competitive application process. The Subcommittee, with assistance from staff, will make recommendations on potential grant funding. Generally, the Subcommittee will be formed in September or October of each year so recommendations can be made to CDAAC before the end of the calendar year.

V. Staff Support

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

An agenda packet shall be provided to each member at least five (5) days before each meeting. The packet shall include an agenda, minutes, other pertinent documents, and the location and time of each meeting.

All documents provided to or used by CDAAC shall be subject to disclosure in accordance with the Michigan Freedom of Information Act, MCL 15.231 et seq.

The Community Planning and Economic Development staff shall prepare an annual report, consistent with current federal requirements under the Consolidated Annual Performance and Evaluation Report. Community Planning and Economic Development staff shall also inform CDAAC of changes in the federal regulations which may affect their duties.

VI. Officers of CDAAC

CDAAC shall nominate and then elect a Chairperson and a Vice-Chairperson from among its active membership at the regular April meeting. In the event a vacancy occurs in either of these offices, CDAAC may fill such vacancy at any subsequent regular meeting. The Chairperson and Vice-Chairperson shall serve for a term of one year and then may be re-elected.

The Chairperson shall preside at all meetings and in their absence the Vice-Chairperson shall preside and exercise all the duties of the Chairperson. In the event that neither the Chairperson nor the Vice-Chairperson is present at a meeting, a temporary Chairperson shall be elected by a majority of the members present.

If the Chairperson steps down from CDAAC, the Vice Chairperson will automatically step into the role of Chairperson.

VII. Meetings

A. Regular Meetings

CDAAC will hold a minimum of 10 regular scheduled meetings each calendar year. The location, date, and time of the meetings of the coming year will be announced when the calendar of meetings is approved by CDAAC at the last meeting of the current year.

In the event of a major disaster and or pandemic, regular scheduled meetings will occur according to federal, state, and local guidelines.

B. Special Meetings

Special meetings may be called by the Chairperson in conjunction with the Community Planning and Economic Development staff or by a majority vote of the membership of CDAAC. Members and the public will be notified of the time, location, and agenda at least 18 hours in advance of the special meeting, with the required postings stipulated in Public Act 267 of 1976, Open Meetings Act.

C. Annual Meeting

Prior to the end of each calendar year, the Committee shall conduct an annual meeting to approve an annual report for the previous year which shall be filed with the City Clerk. The Consolidated Annual Performance and Evaluation Report required by the U.S. Department of Housing and Urban Development shall serve as the annual report.

D. Procedures

CDAAC shall adopt and follow rules of parliamentary practice, through the democratic principals of governing a meeting, allowing open dialogue and debate, provided such rules are consistent with these Bylaws. The order of meetings shall be as follows:

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Public Comments
5. Public Hearings
6. Old Business
7. New Business
8. Neighborhood Representative/Members Reports
9. Staff Communication / Reports
10. Public Comments
11. Adjournment

Any item, to be acted upon, shall be shown on the agenda for said meeting. All agenda items may be approved with a simple majority of CDAAC members present, unless specified herein.

All meetings of CDAAC shall conform to the requirements of the Michigan Open Meetings Act, MCL 15.261 et seq.

E. Quorum

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

VIII. Amendment of Bylaws

These bylaws may be altered, amended, added to, or replaced. CDAAC may advise on changes to the bylaws at any regular or special meeting. Before any changes are made, a copy of the proposed changes shall be provided to each member in the agenda packet at least five (5) days prior to the meeting where the changes will be reviewed.

IX. Policies and Procedures

CDAAC shall adhere to any policies and/or procedures developed by Community Planning and Economic Development that are relevant to their duties or are required by the U.S. Department of Housing and Urban Development.