



COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

BY-LAWS

April 2021

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ARTICLE I – NAME

The name of the organization shall be the Community Development Citizens Advisory Committee.

ARTICLE II – PURPOSE

- Section 1 To encourage Citizen Participation in every phase of the Community Development Block Grant Process.
- Section 2 To provide a public forum for input by citizens of the community.
- Section 3 To establish a link between individual neighborhoods and a community wide advisory board.
- Section 4 To make recommendations directly to the elected Commission of the City of San Benito for use of Community Development Block Grant Funds.

ARTICLE III – MEMBERSHIP

- Section 1 The Community Development Citizens Advisory Committee (CAC) shall be comprised of five (5) members, all to be adult resident citizens of the City and qualified voters.
- Section 2 Membership shall be by nomination and majority vote by the Mayor and City Commissioners of the City of San Benito. The Mayor and Commissioners each shall nominate an adult member resident to the City Commission for appointment. The Commission shall consider and vote on each nomination.
- Section 3 Appointments and representation shall consist of one (1) appointments from the Mayor and each of the City Commissioners in the following manner:
 - The City has been divided into four (4) quadrants or zones. One (1) CAC member-will represent each zone. The term of office for each CAC member shall correspond with that of the respective City Commissioner Place on the Commission (ex: Commissioner Place 1 appointee represents Zone 1, Commissioner Place 2 appointee represents Zone 2, etc...).
 - The term for the fifth (5) CAC member shall correspond with that of the Mayor and may reside anywhere within the city limits of San Benito.

- Section 4** CAC Members shall reside in the zone he or she has been appointed to represent. The Mayor's nomination may reside anywhere within the San Benito city limits. If a member moves out of the designated zone he, or she, is appointed to represent, he, or she, shall no longer be eligible to serve as a member. The appointing Commissioner shall nominate another resident of his, or her, designated zone to the Commission for approval.
- Section 5** All Members shall comply with all City of San Benito Code of Ordinances, applicable rules and regulations.
- Section 6** Members may not serve if they have been previously convicted of any offense other than traffic offenses identified in the Texas Transportation Code.
- Section 7** If any member is charged with any offense other than traffic offenses identified in the Texas Transportation Code, he/she shall be removed from the CAC and may not be reinstated or reappointed without the consent of the City Commission.
- Section 8** If a member ceases to maintain the qualifications for membership at any time while serving as a member of the CAC, member's status will constitute an automatic forfeiture of his, or her, position and the appointment shall be deemed to be an immediate vacancy. The designated liaison shall notify the City Manager who will notify the City Commission.

ARTICLE IV – TERMS

- Section 1** Appointments should be made on the second regular meeting in the month of June following the elections.
- Section 2** New appointments will be for three (3) year terms, commencing on August 1st and ending on July 31st, unless an appointment is made to fill an un-expired resigning member's term.
- Section 3** At the expiration of the term, member shall continue to serve until a replacement appointment is made.
- Section 4** Resignation from the CAC shall be presented to the Chairman and to the designated liaison who will inform the City Commission.
- Section 5** A member shall be dropped from membership on the Committee if such member fails to attend three (3) consecutive meetings in any calendar year. The designated

liaison shall notify the City Manager if a member fails to attend three (3) consecutive meetings in any calendar year. The City Manager shall notify the City Commission if a member fails to attend three (3) consecutive meetings in any calendar year. The City Commission shall consider reinstating or replacing any member who violates this section.

Section 6 If a member resigns, the designated liaison shall notify the Mayor and Commissioners of the vacancy and need for a member to be appointed.

Section 7 A member may be removed by a majority vote of the City Commission.

ARTICLE V – POWERS AND DUTIES

Section 1 The CAC is empowered to hold and conduct public meetings.

Section 2 To promulgate rules and regulations of the conduct of public meetings.

Section 3 To establish the time and place of public hearings and neighborhood Advisory Committee meetings.

Section 4 To advise in the preparation of the application to utilize Community Development Block Grant Funds.

Section 5 To recommend programs, projects, and activities that directly relate to the development of the community and recommend appropriate funding allocations.

Section 6 To request assistance from members of the Community Development Staff of the City of San Benito as deemed necessary.

ARTICLE VI – ORGANIZATION

Section 1 The Governing body of the CAC shall be named the Executive Committee and made up of the following officers: Chairman, Vice-Chairman and Secretary.

Section 2 The Executive Committee should be elected by the CAC members at the first regular meeting of the committee in August. Executive Committee elections are required once a year.

Section 3 The duties of the Executive Committee shall be as follows:

Chairman - The Chairman shall be the presiding officer at all public hearings conducted by the Community Development Citizens Advisory Committee. The Chairman shall request assistance from various resource personnel, and perform any other duties as befalls the office of Chairman.

Vice Chairman – The Vice Chairman shall assist the Chairman in the executive duties of the Community Development Citizens Advisory Committee; serve as presiding officer in the absence of the Chairman and perform other duties as assigned by the Chairman.

Secretary – The designated liaison shall serve as the CAC Secretary and shall be responsible for attending and taking minutes of each meeting, including all motions and votes, typing minutes and distributing them to committee members and CDBG Staff members. The Secretary shall not be a voting member of the CAC.

Section 4 The designated liaison for the CAC shall be the CDBG Coordinator or a Community Development staff member.

Section 5 A Quorum shall consist of any three (3) members.

Section 6 The Community Development Citizens Advisory Committee shall meet at the Commission Room of City Hall or as otherwise specified. Special meetings may be called by the Committee at any place the Committee so designates.

Section 7 The Community Development Citizens Advisory Committee should hold a meeting as needed or at least once every three (3) months.

Section 8 The chairman shall be empowered to cancel any meetings when it is determined necessary due to lack of business or quorum.

ARTICLE VII – PROGRAM REVIEW

Section 1 Projects brought before the CAC for consideration shall be presented by the applicants and placed on record by the Community Development Staff or its designee.

Section 2 All proposals recommended by the CAC shall have the majority approval of the members.

a. A majority shall be defined as more than 50% of the

members present at the time the vote is taken.

**ARTICLE VIII- PARLIAMENTARY
PROCEDURES**

Section 1 The most current edition of Roberts Rules of Order shall govern the conduct of any and all meetings/hearings of the CAC and duly created subcommittees.

ARTICLE IX – AMENDMENTS

Section 1 These By-Laws may be amended by the City Commission. Recommended amendments may occur when a two-thirds vote of the members present at the first meeting following presentation of the proposed amendment(s). Each member of the CAC shall be provided with a copy of the proposed amendment(s) no less than three (3) days prior to the meeting at which a vote is taken. Upon approval of the CAC, requested amendments will be submitted to the liaison who will submit the requested amendments to the City Commission for review and approval.