

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

MISSION: The Community Development Advisory Committee was created by the Board of Supervisors to act in an advisory capacity on matters concerning the Maricopa County Community Development Block Grant (CDBG) program, including fair housing and housing affordability issues affecting low/moderate income people. It is a standing committee for the duration of the Maricopa County CDBG program. It functions in such a manner as to allow continuity of effective involvement of participating cities and towns and the citizens organizations throughout all stages of the Block Grant program.

FORMATION AUTHORITY: The Committee was established by the Board of Supervisors on January 16, 1978. The committee has advisory authority only and is subject to its own bylaws and the Arizona Open Meeting Law. The Federal Regulations governing the Community Development Block Grant Program do not mandate advisory committees.

COMPOSITION: Article II – Membership: “1. Each Supervisor will appoint two members from his/her district. a. Each member appointed by the Supervisor must not be an elected official of any city/town participating in the block grant program. 2. The governing board of each City or Town participating in the Block Grant program will appoint one elected official and alternate to serve on the Committee. Only another elected official from the same municipality may serve as an alternate for an elected official. These members then formally appointed by the Board of Supervisors. 3. The appointments shall be made at the beginning of the program year. All appointments shall be for the duration of the respective program year. Clerks Note: The term of office will be from July 1 to June 30 of each new program year. 4. A member can be removed from the Committee by the body who appointed that the member either at the member’s request, at the appointing body’s initiative, or at the request of two-thirds (2/3) of the entire Committee. ARTICLE IV – OFFICERS A Chairman may serve two consecutive terms if duly reelected by the Board. Note: See Bylaws for additional information. ARTICLE V – SUBCOMMITTEES 1. The Chair shall appoint such subcommittees as may be deemed necessary or advisable. 2. Each subcommittee will appoint one member to serve as the subcommittee Chair. The Chair or Vice-Chair of the Committee may serve as ex-officio members of all subcommittees. 3. Reports, recommendations and minutes of all meetings of each subcommittee shall be made in writing and the original copy thereof shall be made in writing and the original copy thereof shall be filed and become a part of the records of the Committee. ARTICLE VI – AMENDMENTS OF BYLAWS AND RULES OF PROCEDURE. The foregoing bylaws and Rules of Procedures, or any part thereof, may be amended at any meeting of the Committee after not less than ten (10) days notice has been given to all members of the Committee. It shall require the concurring vote of not less than a quorum of the members to make any amendment of change in these bylaws. ARTICLE VII – CONFLICT OF INTEREST: No member of CDAC may use his or her position on the Committee for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or specific others, particularly those with whom they have family, business or other ties. Any member who feels that personal reasons may unduly prejudice his/her decision shall disqualify himself/herself without reason or suggestions of his/her interest and take no part in discussion or voting on this matter.”

DUTIES AND POWERS: Bylaws: Article I – Duties and Responsibilities 1. The Committee is given the responsibility of developing the citizen participation plan and overseeing the implementation of the plan. 2. The Committee will participate in developing Block Grant applications and related documents and will advise the Board of Supervisors on actions that should be taken regarding these documents. 3. The Committee shall advise the Board of Supervisors on policy decisions regarding program implementation. 4. The Committee shall participate in assessing all aspects of the County’s CDBG program performance including the performance of the County’s sub-recipients and contractors. Note: The Bylaws also prescribe the duties of the Officers, Subcommittees, and other information related to the Amendments to the Bylaws and Rules of Procedure, and Conflict of Interest.

MEETINGS: ARTICLE III – MEETINGS: 1. Regular meetings are held as scheduled on the second Wednesday of each month. 2. Special meetings of the Committee may be held at the request of the Chair or by consent of the majority. All members shall be notified at least 48 hours before the time set for a special meeting. 3. All meetings and hearings of the Committee shall be open to the public. Written minutes shall be kept of all public meetings and hearings and shall be of public record. 4. A quorum of the

Committee shall consist of a simple majority of members who are in fact appointed to the Committee for any transaction of any business. 5. All votes taken by the Committee shall be by voice vote or by roll call. 6. All meetings shall be conducted according to Roberts Rule of Order as amended. In any case where there is conflict between these Bylaws and Roberts Rules of Order, these Bylaws shall control.

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