

The City of Texas City
Community Development Block Grant (CDBG)
Citizen Advisory Committee
By-Laws

Statement of Purpose

The primary purpose and objective of the Citizen Advisory Committee is to administer the citizen participation requirements of the Housing and Community Development Act of 1974 and to recommend grant applications for CDBG funding to the Mayor and City Commissioners; monitor the progress of all funded programs and make recommendations to the Mayor and Commissioners regarding the implementation of the CDBG funded programs.

Committee Governance and Responsibilities

The committee shall be limited to 8 committee members, with one serving as the presiding officer. An annual organizational meeting for electing officers shall be conducted each January.

The CAC is responsible for encouraging citizen participation, as required by the Citizen Participation Plan. The CAC shall participate in the preparation of the Consolidated Annual Performance and Evaluation Report.

Chair

The committee shall elect a Chair to preside over its activities and serve as its primary representative to the TCCDD. The Chair shall be elected by committee members via popular vote following the first official meeting. In the event of a tie vote, the TCCDD shall appoint a Chair from the individuals with a tied vote count. Each Chair shall remain in the position for no more than 5 years.

Vice-Chair

The committee shall elect a Vice-Chair to assist the Chair in presiding over its activities and serve as its secondary representative to the TCCDD. The Vice-Chair shall be elected by committee members via popular vote following the first official meeting. In the event of a tie vote, the TCCDD shall appoint a Vice-Chair from the individuals with a tied vote count. Each Vice-Chair shall remain in the position for no more than 5 years.

Secretary

The committee shall elect a Secretary to serve as the administrative officer and will support the Chair in ensuring the smooth functioning of the committee. The Secretary's duties include organizing and minuting each committee meeting and may work with the TCCDD to carry out these duties.

Committee At-Large

In any case, the committee should be comprised of no more than 8 members. The abolition date can be extended by the TCCDD to any desired date via its rulemaking authority.

Special Elections

Should the Chair resign from their position or the committee, the TCCDD shall organize a special election to replace the Chair within two weeks of the Chair's resignation. The special election

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may take place electronically (via email, SurveyMonkey, etc.) should a meeting not be scheduled within two weeks of the Chair's resignation. The new Chair may appoint a new Secretary.

Committee Report

The Chair shall submit to the TCCDD a brief report on behalf of the committee not later than two weeks after each meeting. The report will serve as the committee's medium for communicating guidance and recommendations to the TCCDD, and its contents must be approved by a majority of committee members. The Chair shall distribute the report to committee members for feedback before the sending it to the TCCDD. The report will then be posted on the TCCDD's website.

While most of the report's contents will remain flexible to accommodate guidance and recommendations, it must include the meeting's agenda and minutes as produced by the Secretary.

TCCDD Responsibilities

Meetings and Logistics

The CDBG Federal Register notice requires each committee to meet biannually but may meet up to four times per year at a time and place proposed by the committee and agreed upon by the TCCDD. The TCCDD shall coordinate meeting locations and find a venue. The Secretary shall notify committee members no earlier than two weeks before a scheduled meeting. All meetings of the CAC shall be conducted in an open manner, with freedom of access to all interested persons. Dates, times and locations of all meetings shall be posted in a manner consistent with the Texas Freedom of Information Act.

Translation services for written materials may be available via the TCCDD upon request. In order to accommodate those unable to travel, the committee shall use technology solutions such as teleconferencing software to facilitate meetings and solicit feedback as necessary.

The office of the CAC shall be with the Community Development Department

Program Updates

In order to routinely update the committee, the TCCDD shall provide a report to the committee via the Chair no later than two weeks before each planned committee meeting. The report shall include, at a minimum, the following information:

- General CDBG program updates;
- Project information and statuses upon request if applicable; and
- Action plan amendments and/or relevant legislative changes, if any.

Member Appointment and Replacement

The Mayor shall appoint members to the committee. In the event of a committee member resignation, the Mayor shall appoint a replacement.

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Compensation

Committee members cannot be compensated for their time but can be reimbursed for expenses related to service on committee, which is permissible under CDBG based programs.

Intergovernmental Relations

The TCCDD shall serve as the representative to the Mayor and the City Commission regarding committee activities.