

The City of Texas City
Community Development Block Grant (CDBG)
Citizen Advisory Committee
Bylaws

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 monitor the progress of all funded programs and make recommendations to the Mayor and Commissioners regarding the implementation of the CDBG funded programs. The CAC is also a body officially charged by the City of Texas City Community Development Department to act as the medium for citizen advice and comment concerning CDBG planning and performance.

Committee Governance and Responsibilities

The committee shall be limited to 5 committee members including the Chair and Vice-Chair, with one serving as the presiding officer. An annual organizational meeting for electing officers shall be conducted each January. Each committee member, including the Chair and Vice-Chair, shall serve two-year terms and may be reappointed.

The Citizen Advisory Committee (CAC) is comprised of Texas City residents of at least 21 years of age and 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 Texas City Community Development Department (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 2 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 2 years.

Quorum

A simple majority of all the members of the CAC shall constitute a quorum to do business.

Vacancies, Resignations, and Terminations

If a member, including the Chair and Vice Chair, of the committee is absent for three (3) consecutive, regular meetings without an explanation acceptable to a majority of the committee, the seat of that committee member shall be declared vacant at the next regular CAC meeting.

Should committee members resign before the end of their term, TCCDD will report their resignation to the City Secretary's office.

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Should the Chair or Vice-Chair resign from their position or the committee, the TCCDD shall organize a special election to replace the Chair or Vice-Chair within two weeks of the Chair's resignation. The special election may take place electronically (via email, SurveyMonkey, etc.) should a meeting not be scheduled within two weeks of the Chair's or Vice Chair's resignation.

Any member may be removed from office for cause and a vote of at least two-thirds (2/3) of the current members of the CAC.

Special Elections

Should the Chair or Vice-Chair resign from their position or the committee, the TCCDD shall organize a special election to replace the Chair or Vice-Chair within two weeks of the Chair's resignation. The special election may take place electronically (via email, SurveyMonkey, etc.) should a meeting not be scheduled within two weeks of the Chair's or Vice Chair's resignation.

Member Appointment and Replacement

The need for other members will be reviewed annually by the chief executive officer, and appropriate recommendation for their continuance made to the city commission.

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. 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 Open Meetings 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.

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.