



CITY OF FORT PIERCE COMMUNITYWIDE COUNCIL

BYLAWS

1. The Communitywide Council (CWC) will meet the second Wednesday of each month at 6:00 pm in the Fort Pierce City Hall 2nd Floor conference room.
2. Additional meetings may be held at any time upon the call of the CWC Chairman, or by a majority of the voting members of the CWC, or upon request of Staff.
3. No member shall serve more than two (2) full consecutive terms (four years).
4. The CWC, at its first regular meeting in November of each year shall elect a Chairman and Co-Chairman. No member may serve more than two (2) full consecutive terms as Chairman.
5. The duties and powers of the officers of the Communitywide Council shall be as follows:
 - a. Chairperson:
 - (1) Preside at all CWC meetings
 - (2) Call special meetings of the CWC in accordance with these Bylaws
 - (3) See that all actions of the CWC are properly taken
 - b. Co-Chairperson:
 - (1) During the absence, disability, or disqualification of the chairperson, the co-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.
6. A majority of the members of the CWC entitled to vote shall constitute a quorum for the transaction of business. All recommendations from the CWC for either approval or disapproval of any agenda item shall be by a majority vote of the members of the CWC entitled to vote.
7. Robert's Rules of Order will be followed for the government of the CWC in all cases not otherwise provided for in these Bylaws.
8. These Bylaws may be amended at any meeting by a vote of the majority of the entire membership of the CWC, provided five days' notice has been given to each member of the CWC.
9. Deadline for Agenda: Information is due to staff at least five (5) days prior to meeting date in order to have item(s) placed on upcoming agenda.



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10. The following order will normally be observed; however, it may be rearranged by the chairperson for individual items if necessary for the expeditious conduct of business:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of Minutes
 - e. Public Comments
 - f. New Business
 - g. Old Business
 - h. Other Business
 - i. CWC Member Comments
 - j. Staff Comments
 - k. Adjournment

11. Procedures for discussion. The following procedures will normally be observed:
 - a. CWC reviews and scores grant applications for projects funded through CDBG dollars and makes recommendations for grant awards for City Commission consideration.
 - b. Staff presents monthly reports related to CDBG funded grant awards and other to the CWC. The CWC will work to resolve any issues that arise related to grant awards.
 - c. Staff and CWC invite agencies, businesses, etc. to present to the CWC.
 - d. The CWC reviews draft CDBG 5-Year and Action Plans and end of year CAPER reports and makes suggestions for potential CDBG funding areas to Staff.

12. Each member of the CWC should notify Staff at the earliest possible opportunity that they will be unable to attend a scheduled meeting, and in any event, prior to 4:00 pm on the date of the meeting. Staff shall notify the Chairperson of the CWC in the event that projected absences will result in the CWC not having a quorum. A quorum is half plus one member.

13. The Co-chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Co-chairperson is to serve the unexpired term of the vacated office. A new Co-chairperson shall be elected at the next regular meeting.