

Approved 2/23/10

**COUNTY OF HIDALGO
COMMUNITY DEVELOPMENT
ADVISORY COUNCIL**

BY-LAWS

**ARTICLE 1
PURPOSE AND POWERS**

Section 1.1 Purpose. The County of Hidalgo Commissioners' Court established the Community Development Advisory Council, hereinafter referred to as the "Advisory Council," by resolution on July 11, 1988 in order to ensure a broad base of assistance and input from the member cities and its' citizens in Community Development for the respective parts of the County, including the County of Hidalgo Urban County Program.

One of the Advisory Council's purposes is to provide guidance and recommendations to the Hidalgo County Commissioners' Court on the distribution and allocation of funds to its members and the administration fee of the Urban County Program.

Section 1.2 Powers. In fulfillment of its purpose, the Advisory Council shall be governed by these By-Laws, the Hidalgo County Commissioners' Court and all applicable local, state and federal laws and regulations, subject to the limitation prescribed therein and herein and to the provisions thereof and hereof.

Section 1.3 Function. The Advisory Council will function as a vehicle that promotes citizen participation and makes recommendations to the Hidalgo County Commissioners' Court on matters affecting the Hidalgo County Urban County Program, including but not limited to the following:

1. Change in status of members and membership criterion;
2. Review and recommend yearly allocations and annual budgets;
3. Changes to the Cooperation Agreement and Interlocal Agreements;
4. Review of any continuation for funding application to HUD;
5. Review of fiscal year expenditures of the applicable Programs;
6. Amendments and changes to the Advisory Council By-Laws; and
7. Receive and review information and reports from Hidalgo County residents or citizen participation groups at Advisory Council meetings or public hearings.

Section 1.4 Informational Purposes - Hidalgo County Urban County Program. Established in 1988, by approval of its application to the United States Department of Housing and Urban Development (HUD) for funding and recognition as an Urban County as defined by the Housing Act of 1947, as amended, and the Code of Federal Regulations, the Hidalgo County Urban County Program administers and oversees the grants approved by HUD for Hidalgo County. The Community Development Block Grant (CDBG) Program funds, which are allocated to the Urban County Program on a yearly basis that are of great interest to the Advisory Council because the amount

received by each city directly affects each city and precinct's ability to develop its community. The Advisory Council makes recommendations on the yearly allocations including the administration fee of the Hidalgo County Urban County Program, as stated in Section 1.3 above.

ARTICLE II MEMBERSHIP

Section 2.1 Members. The membership of the Advisory Council shall consist of cities that have agreed to and entered into a Cooperation Agreement with the County of Hidalgo and the Hidalgo County Urban County Program for addressing the needs of Community Development and related eligible activities within the County under HUD Community Development Block Grant (CDBG) and other related HUD programs. The Cooperation Agreement must be current and signed by the Mayor of the participating city. Hidalgo County Commissioners' Court shall have at least two (2) members on the Advisory Council.

Section 2.2 Voting Members. The Advisory Council shall consist of voting members and non-voting members. The two (2) representatives from Commissioners' Court shall be voting members. Each qualified city shall have only one (1) voting member. Each voting member shall have only one (1) vote.

Section 2.3 Voting Members Defined.

- A. In order to qualify as a voting member each city must be incorporated for at least five (5) years. (Cities not meeting this minimum criterion shall be non-voting members of the Advisory Council.)
- B. A city must have an Ad Valorem tax levy of at least twenty-five (25) cents per one hundred dollars (\$100) of property valuation.
- C. Cities not meeting these criteria will be reported to the Hidalgo County Commissioners' Court, who will determine the city's eligibility and funding allocation, if any. The Advisory Council will file its recommendation on any additional cities requesting membership and CDBG funding allocation to The Hidalgo County Commissioners' Court.

Section 2.4 City Representative. Each member city shall select a city representative that will have the authority to vote and act on behalf of the city. The city shall also select an alternative city representative that will vote and act on behalf of the city at Advisory Council meetings, but only in the absence of the city representative. The city representative and the city alternate may be an elected official or a designee of the city.

Section 2.5 City Resolution Required. The city representative and alternate city representative must be selected by resolution approved by the governing board of the city. The city resolution must be filed with the Urban County Program Department at least three (3) days before any meeting.

Section 2.6 County Representatives. The two (2) county representatives and 2 alternates shall be selected by resolution approved by the Hidalgo County Commissioners' Court. Each representative from Commissioners' Court shall be an elected official and have one (1) vote.

Section 2.7 Urban County Program Director. The Director of the Urban County Program Department is responsible for the day-to-day management of the Urban County Department and as such shall be an Advisor to the Advisory Council. The Director shall have no voting privileges.

Section 2.8 Proxy Representative. If neither the city representative nor the alternate city representative is able to attend a meeting of the Advisory Council, the city representative may designate a representative from the city by a signed written proxy. The proxy representative will have the voting privileges of the city representative.

Section 2.9 Current Voting and Nonvoting Members.

A. Voting Members (7-26-01):

Alton	Elsa	La Villa	Progreso
Alamo	Granjeno	Mercedes	San Juan
Donna	Hidalgo	Palmview	Sullivan City (02-25-04)*
Edcouch	La Joya	Peñitas	Weslaco
County Representatives (as per Section 2.6)			

B. Nonvoting Members:

Palmhurst Progreso Lakes

**ARTICLE III
OFFICERS**

Section 3.1 Titles and Terms of Office.

- A. The Officers of the Advisory Council shall be the Chairperson, Vice-Chairperson and the Secretary. One person may not hold more than one (1) office. Officers shall serve for a one (1) year term or until a successor is elected or appointed. Upon the expiration to the terms, each officer shall have the right to be re-elected or re-appointed.
- B. A vacancy in the office of any officer shall be filled by a vote of a majority of the Advisory Council.

Section 3.2 Duties of the Officers.

- A. Chairperson. The Chairperson shall preside at all meetings of the Advisory Council.
- B. Vice-Chairperson. The Vice-Chairperson shall assist the chairperson in

directing the affairs and business of the Advisory Council and shall act in the absence of the Chairperson. The Vice-Chairperson shall be responsible for determining proper parliamentary procedures in all matters.

- C. Secretary. The Secretary shall attest to the minutes of the meetings of the Advisory Council. The minutes shall be typed and presented for approval at the following meeting or subsequent meeting thereafter.

Section 3.3 Resignations of Officers and Vacancies. Any officer may resign the position held after written notification to the members or the Director of the Urban County Program. In case of a vacancy, the ranking officer may call a special meeting to elect a new officer to fill the vacant officer.

Section 3.4 Absences of Officers. In the absence of the Chairperson, the Vice-Chairman, shall preside, then the Secretary or, in the absence of all three, a member of the Advisory Council elected by the majority of the members present may preside as Chairperson.

Section 3.5 Compensation of Officers and Members. Neither the officers nor members of the Advisory Council shall receive any salary, compensation or reimbursement of expenses from the Hidalgo County Commissioners' Court or the Urban County Program.

ARTICLE IV MEETINGS

Section 4.1 Regular Meeting Date. The regular meeting of the Advisory Council shall be held on a monthly basis.**

Section 4.2 Quorums. Meetings shall be held only upon the determination that a quorum of the voting members is present and accounted. A quorum shall consist of the presence of at least 50% plus one of the voting members of the Advisory Council. If at any meeting of the Advisory Council there ceases to be less than a quorum present, a majority of those members present may adjourn the meeting.

Section 4.3 Special Meetings. Special meetings shall be held at the request of the Chairperson, the Vice-Chairperson, the Secretary, and the Director of the Urban County Program or by a majority of the members.

Section 4.4 Open Meetings and Public Notices. All meetings and deliberations of the Advisory Council shall be called, conducted and notice given to the public in accordance to with the Texas Open Meetings Act, as amended, Chapter 551, Texas Local Government Code.

**ARTICLE V
PARLIAMENTARY PROCEDURE:**

Section 5.1 Parliamentary Procedures shall be followed as established by Russell's The "How" in Parliamentary Procedures and will be administered by the Vice-Chairperson of the Community Development Advisory Council.

**ARTICLE VI
PROCUREMENT POLICIES**

Section 6.1 All member cities will have to adhere to written procurement policies adopted by the County of Hidalgo Urban County Program whenever making expenditures with Urban County funds.

**ARTICLE VII
AMENDMENT OF BY-LAWS**

Section 7.1 These By-Laws may be amended by the County Commissioners' Court only upon the recommendation of the Advisory Council at a regularly scheduled meeting.

**ARTICLE VIII
APPROVAL OF BY-LAWS**

Section 8.1 These By-Laws shall become effective upon approval of the Commissioners' Court of the County of Hidalgo.

Approved and Adopted by County Commissioners' Court on January 29, 2002.

* Approved and Adopted by Advisory Board Member's on February 25, 2004.

(Section 2.9)

**Approved and Adopted by Advisory Board Member's on December 03, 2009.

(Section 4.1)

**Approved and Adopted by County Commissioners' Court on February 23, 2010.

(Section 4.1)