

**BYLAWS OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZENS ADVISORY TASK FORCE**

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 18-03 adopted by the Leon County Board of County Commissioners (hereinafter the "BOCC") on January 23, 2018, the Community Development Block Grant Citizens ("CDBG") Advisory Task Force (hereinafter the "Committee") hereby rescinds its Bylaws adopted on November 10, 2009 and adopts as its Bylaws the following:

**ARTICLE I.  
APPLICABLE FLORIDA LAWS AND BOCC POLICIES**

**Section 1.1 Public Records Law and E-Mails:** Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BOCC Policy No. 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Committee shall be provided a copy of BOCC Policy No. 96-4.

**Section 1.2 Government in the Sunshine Law:** Each member of the Committee shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

**Section 1.3 Code of Ethics:** The Committee shall comply with the following state laws and BOCC Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

**Clause 1.3.1** Each member of the Committee shall comply with Section 112.3143, Florida Statutes, "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143.

**Clause 1.3.2** Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

**Section 1.4** Community Development; Florida Small cities Community Development Block Grant Program: The Committee shall comply with Chapter 73C-23, Florida Administrative Code as may be amended from time to time.

**ARTICLE II.  
PURPOSE AND DUTIES**

**Section 2.1 Purpose:** The purpose of the Committee is to provide input on the planning, implementation, and assessment of the County's CDBG program.

**Section 2.2 Duties:** The Committee shall be charged with the following responsibilities:

- (a) Advise staff on the development of CDBG applications,
- (b) Provide input on the implementation of CDBG projects,

- (c) Raise public awareness of the County CDBG program,
- (d) Make recommendations to the Board on the County's CDBG program and projects, and
- (e) Assist staff in the grievance procedure for the CDBG program.

### **ARTICLE III. OFFICERS AND DUTIES**

**Section 3.1** Upon adoption of these Bylaws, the Committee shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve until the dissolution of the Committee.

**Section 3.2** The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

**Section 3.3** In the event that either the Chairperson or the Vice-Chairperson is unable to complete their terms, the Committee shall, as soon as reasonably possible, elect a replacement from among its members.

### **ARTICLE IV. TERMS OF MEMBERSHIP**

**Section 4.1** Membership shall be composed of five (5) members who reside in Leon County. Three (3) of the members shall be residents in low to moderate income households as defined by the Florida Department of Economic Opportunity and shall be appointed by the Board. The remaining two members shall be the Chairman of the Housing Finance Authority (HFA) of Leon County or another HFA member designee, and a staff person appointed by the County Administrator.

**Section 4.2** Each member of the Committee shall serve a four-year term. Each term shall expire on September 30 of the appropriate year or at the dissolution of the Committee, whichever comes first.

**Section 4.3** The members of the Committee shall not be subject to full and public disclosure of financial interests.

### **ARTICLE V. ATTENDANCE AND REPLACEMENT OF MEMBERS**

**Section 5.1** **Attendance at Meetings:** Members shall provide notification of an absence, at least twenty-four (24) hours in advance of the meeting. In the event a member is absent from two of three successive regular meetings of the Committee, and the absences are unexcused, the member may be dismissed from the Committee. The Chairperson or the County Staff Support Person will advise the County Administrator, or designee, of the excessive absences and appropriate actions will be taken.

**Section 5.2 Replacement of Members:** In the event a vacancy occurs, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to citizen committees contained in BOCC Policy No. 03-15.

## **ARTICLE VI. MEETINGS**

**Section 6.1 Regular Meetings:** The Committee shall hold quarterly meetings at a place and time agreeable to the members. Such regular meetings shall begin at 2 p.m. and be held at Office of Human Services and Community Partnerships, 918 Railroad Avenue unless an alternate time and location is selected by the Committee. The duration of meetings shall not exceed two hours unless extended by a majority vote of the Committee. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

**Section 6.2 Special Meetings:** The Chairperson may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meeting may be convened only after notification is given to each member of the Committee and after public notice is given no later than forty-eight (48) hours before the special meeting is scheduled to begin.

**Section 6.3 Public Participation:** Members of the public shall be given an opportunity to be heard on any proposition before the Committee.

**Section 6.4 Meeting Agendas:** The County Staff Support Person shall develop an agenda for each meeting of the Committee. Any member of the Committee may request that appropriate items be placed on the agenda.

**Section 6.5 Official Acts and Quorum:** Any and all official acts by the Committee shall require a majority vote of the members present. However, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

**Section 6.6 Meeting Minutes:** Minutes shall be taken at all regular and special meetings of the Committee. The County Staff Support Person shall prepare and maintain the minutes of each meeting.

**Section 6.7 Procedure:** Roberts' Rules of Order Revised shall guide the procedure of all meetings. A failure to strictly adhere to the Roberts' Rules of Order shall not void any action taken by the Committee.

**Section 6.8 Public Notice of Meetings:** The meetings shall be advertised in accordance with Chapter 73C-23.0031, F.A.C by publishing an advertisement in a local newspaper of general circulation at least five days and no more than twenty days prior to the day of the event for which the notice was placed. The calculation of the time period shall include the date of publication of the notice but no the day of the event.

**ARTICLE VII.  
AMENDMENTS TO BYLAWS**

**Section 7.1 Amendments:** The Bylaws may only be amended by the County Administrator in conjunction with the County Attorney. At any regular or special meeting of the Committee, the Committee may request the County Administrator amend the Bylaws by a majority vote.


**Section 7.2 Approval:** The Amended Bylaws shall become effective upon the approval of the County Administrator and the County Attorney.

**ARTICLE VIII.  
SPECIAL PROVISIONS**

**Section 8.1 Staff assistance:** The Committee shall be assisted by staff from the Office of Human Services and Community Partnerships.

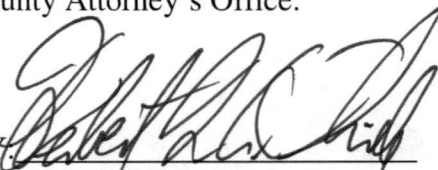
Approved As To Form and Content:

County Administrator's Office:

BY:   
Vincent S. Long  
County Administrator

Date: 3/15/18

County Attorney's Office:

BY:   
Herbert W. A. Thiele  
County Attorney

Date: 3/14/18