



COMMUNITY DEVELOPMENT ADVISORY BOARD BYLAWS

ARTICLE I - AUTHORITY AND NAME

The official title of this organization shall be the Community Development Advisory Board (CDAB). This board shall advise the Mayor and City Council, as well as City departments, as set forth in BMC 2.46.010 on matters related to the programs and projects that utilize the Community Development Block Grant Program, the HOME Investment Partnerships Program, other federal funding, and state and local funding. The board may also participate in the formulation of policies, plans, projects and programs, and their implementation, in order to carry out specific community development projects pursuant to the needs/desires of their constituency and general welfare of the people of the city of Bellingham.

ARTICLE II - RESPONSIBILITIES

The responsibilities of the Community Development Advisory Board are described in BMC 2.46.010 as follows:

- A. To maintain familiarity with the current federal, state, and local regulations affecting community development, and to advise on policies and programs in which the City may have an interest; and
- B. To assess the community development and housing needs of the city, and to propose and evaluate City plans and programs to meet those needs, in cooperation with City boards, and departments, or other bodies, public or private; and
- C. To ensure that the citizens of the City are given a variety of opportunities to participate in all phases of the community development program, and to ensure that the requirements of the federal government relating to citizen participation in the program are complied with.

ARTICLE III - MEMBERSHIP

Composition: The Community Development Advisory Board shall consist of fifteen (15) members, appointed by the Mayor, who shall serve without compensation. No member of the board shall be employed by the City of Bellingham.

Appointment: The Community Development Advisory Board, City staff, and others may recommend citizens for membership on the board. These recommendations shall be presented to the Mayor with the following factors being taken into consideration:

- One or more members shall have professional, or business, expertise in the financing, construction, or marketing of housing, and one or more members shall have

background and experience in advocacy for low and moderate income housing concerns, tenant issues, social service needs, or housing consumers in general; and

- Low income, diverse population, elderly, and other social welfare interests shall be represented, as available; and
- At least one member shall be appointed from each of the wards of the city, to achieve geographical diversity; and
- One member shall be a member of the Bellingham Housing Authority board or staff, and shall serve with no term restrictions.

Recruitment: Board members will be expected to assist with recruitment efforts for vacant seats. The board will attempt to fill seats with at least one individual who receives services funded by the City housing and services program. All new board members shall be offered mentorship and support by existing board members.

Term: The term of each member shall be three (3) years, and members should generally serve for no more than two (2) consecutive terms, with the exception of the Bellingham Housing Authority member.

Attendance: Members are expected to attend all meetings faithfully. Reasonable accommodations will be provided to any member of the board upon request. In the event that a member must miss a meeting, communication with the CDAB Secretary shall take place prior to the meeting. If a member acquires unexcused absences for two (2) consecutive regular meetings, a majority of members may vote to recommend to the Mayor that the member be removed from the board.

Vacancies: Vacancies on the board shall be filled in the same manner as the original appointment, with the replacement member filling the remainder of the unexpired term.

ARTICLE IV - ELECTION AND DUTIES OF OFFICERS

Officers: The officers of this board shall consist of a Chairperson and a Vice-Chairperson. The nomination and election of officers shall occur annually within the first quarter of the year. The candidates receiving the majority vote of those present shall be declared elected, and shall assume their duties immediately for a term of one (1) year. Vacancies in any term of office may be filled by the CDAB at any meeting. Officers shall be allowed to serve until replaced.

Chairperson: The Chairperson shall be a full voting member of the board and shall preside at all meetings and hearings and shall perform all such duties as are incident to the office or as may be required of the chairperson by the board.

Vice-Chairperson: The Vice-Chairperson shall assume the duties and powers of the Chairperson when they are absent.

Pro-tempore: If both the Chairperson and the Vice-Chairperson, are absent from a board meeting, members may, by majority vote of those present, elect a Chair *pro-tempore* who shall assume the duties and powers of the Chairperson for that meeting.

Secretary: The Housing and Services Program Manager, or their designee, shall serve as the Secretary of the board. The Secretary shall provide proper and legal notice for all public hearings, prepare and post the agendas of all regular and special meetings, and provide routine correspondence to the board. The Secretary shall record and retain each meeting of the Community Development Advisory Board and any of its committees. The Secretary shall prepare summary minutes, which must be approved by the board, and will maintain a file of all meeting materials for the official record.

ARTICLE V - Meetings

The Community Development Advisory Board shall comply with the Open Public Meeting Act. All regular and special meetings, hearings, records and accounts of the board shall be open to the public, except those matters considered in executive session.

Regular Meetings: Regular meetings of the Community Development Advisory Board shall be held at least nine (9) times each year, generally at the Mayor's Board Room in City Hall on the second Thursday of the month. Changes to this schedule shall be posted on the City's website.

Special Meetings: may be held as often as the Chairperson or a majority of the CDAB shall deem necessary in accordance with state law.

Order of Business:

- Call to Order
- Approval of Minutes from Preceding Meeting
- Announcements
- General Public Comment (3 minutes each)
- Public Meetings / Hearings
- Regular Business (old and unfinished)
- Committee Reports
- New Business
- Adjourn

ARTICLE VI - CONDUCT OF BUSINESS

Quorum: A majority of the appointed members at the time of any meeting shall constitute a quorum for the transaction of business or approve any action.

Parliamentary Procedure: The current edition of Robert's Rules of Order, shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the board unless stated otherwise in these Bylaws, in other board Resolutions, or in City Ordinances.

Agenda: The order of the agenda shall be set by the Housing & Services Program Manager in conjunction with the Secretary after consulting with the Chairperson. The number of items to be included on an agenda shall be limited to a number, which may be reasonably considered by the board in one evening.

Motions and Voting: Members are encouraged to vote on all matters which require a decision unless a conflict of interest exists. Motions shall be restated by the Chair before a vote is taken. Each member, including the Chair, shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Community Development Advisory Board shall be deemed and taken as the action of the board.

Conflict of Interest: CDAB is subject to RCW 42.23, which relates to conflicts of interest of municipal officers, which members of CDAB are considered. The City wishes to avoid conflicts of interest and the appearance of conflicts of interest so as to fully deserve and ensure the public trust. RCW 42.32.030 prohibits municipal officers from having a beneficial interest in a contract. For this reason, the member cannot be both a member of CDAB and a contract recipient; however, RCW 42.23.040 provides an exception for "remote interests". These exceptions include allowances for non-salaried Board officers of a non-profit, or salaried employee of a contracting party to participate on CDAB. In keeping with RCW 42.23.040, any board member or employee of an applicant shall publicly disclose any conflicts of interest prior to the board's consideration of the matter, the conflict shall be noted in the minutes, and the member shall refrain from any attempt to influence any other CDAB member, as well as voting thereon.

Open Public Meetings Act: CDAB business is subject to the Open Public Meetings Act.

ARTICLE VII - COMMITTEES

Establishment of Committees: The board may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of at least three members. No standing or special committee shall have the power to commit the board to the endorsement of any plan or program without its submission to the whole body.

Appointment and Terms: The Chairperson of the Community Development Advisory Board shall appoint the members of each standing or special committee and shall name the chair of each committee. The members of each standing committee shall be appointed during the first quarter of each year, and shall serve for a term of one year. Special committees may be appointed at such times and for such purposes and terms as the Board approves.

Vacancies: Any committee vacancy shall be filled immediately by the Chairperson of the Board for the unexpired portion of the term, or until another member can be appointed.

Meetings: All committees shall meet at the call of the committee chair, provided that the Chair of the board shall also have the authority to call a special meeting of any committee at any time and upon such notice as they may specify.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting where not less than a quorum of the members are present, and by which an affirmative vote of a majority of the members present is reached; provided that the proposed amendments have been submitted in writing at a previous meeting. Such bylaws shall be effective upon approval by the City of Bellingham Community Development Advisory Board.

ADOPTED by the Community Development Advisory Board this _____ day of _____, 20____

Secretary

Attest:

Chairperson