CITIZENS ADVISORY COMMITTEE
DURHAM, NORTH CAROLINA

BYLAWS

Article I
Name

Section 1. Name. The name of this organization shall be "Citizens Advisory Committee" hereafter referred to as the "CAC."

Article II
Purpose

Section 1. Purpose. The CAC works to preserve and enhance the quality of life for citizens of City of Durham and Durham County by advising the City Council and the Board of County Commissioners on housing and community development needs to improve housing quality & affordability and economic opportunities for low-and-moderate income families. The CAC facilitates citizen participation in programs/activities that are financed with entitlement funds and make annual recommendations to the City Council on the planning, implementation and expenditure of entitlement funds, housing & community development and neighborhood stabilization. & revitalization needs. Additionally, the CAC provides the initial evaluation and prioritization ranking of new applications pertaining to the Continuum of Care Grant Program and other homeless service initiatives to the Homeless Services Advisory Committee.

Section 2. Duties & Responsibilities. The duties and responsibilities of the CAC are:
   a. To evaluate applications and make annual recommendations to the City Council and the Board of County Commissioners concerning the allocation of Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solution Grant (ESG) funds to sub-recipients.
   b. To receive monthly grant activity reports from the staff of the Department of Community Development as well as other reports that the staff may deem appropriate with the CAC providing constructive input;
   c. To facilitate citizen participation in the planning and implementation of the Five-Year Consolidated Plan and Annual Action Plan;
   d. To identify priorities and assist the Department of Community Development staff in the formulation of the Annual Action Plan;
   e. To work collaboratively with the Department of Community Development staff to prepare, review and amend the Citizens Participation Plan for the Five-Year Consolidated Plan and identify city-wide and neighborhood community
development needs;
f. To review and comment on neighborhood plans;
g. To provide advisory oversight for the Durham City-County HOME Consortium planning, operations and evaluation to carry out multi-year housing strategies through assistance to first-time homebuyers and existing homeowners, property acquisition, improvements, tenant-based rental assistance, demolition, relocation expenses and other reasonable and necessary expenses related to the development of affordable housing for persons of low income, and
b. To provide the initial evaluation and prioritization ranking recommendation of new applications pertaining to the Continuum of Care Grant Program and other homeless service initiatives to the Homeless Services Advisory Committee.

Article 1D
Membership

Section 1. Membership. The CAC shall consist of fifteen (15) members appointed by the City Council and Board of County Commissioners. Twelve (12) members must be residents of the City of Durham and three (3) must be residents who reside outside the city limits with a term expiration determined by the appointing governing body.

Section 2. Vacancies. Vacancies are filled by the City Council or Board of County Commissioners. The appointee serves the balance of the replaced member’s term.

Section 3. Ethics and Conflicts of Interest: Members of the CAC are subject to the provisions of Resolution #8145 setting forth the City’s Code of Ethics and any subsequent amendments to this resolution. As provided in the Code of Ethics, members of the CAC shall not seek personal or financial advantage by means of appointment to this committee. Further, all CAC members must fully disclose any personal interests in any matters before the CAC prior to taking part in any discussion, consideration, determination or vote. In addition, in situations that involve a non-profit or private organization for which a CAC member is an officer, he or she may be excused from taking part in any discussion, consideration, determination, or vote concerning said situation, in which the CAC member believes that he or she has a conflict of interest due to their dual involvement. Additionally, members of the CAC are required to sign an annual Conflict of Interest Statement which was developed pursuant to and in compliance with 24 CFR 570.611, 24 CFR 92.356, 24 CFR 576.57, Resolution #8145 - Resolution Adopting Code of Ethics for the City of Durham & Requiring Public Officers to Disclose Certain Infoniation and the Code of Ethics for Appointed & Elected Officials of Durham County prior to reviewing applications for Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Emergency Solution Grant (ESG) or the Continuum of Care Program.

Section 4. Compensation. - The members of the CAC shall serve without compensation.
Article IV
Officers

Section 1. Enumeration of Officers. The officers of the CAC shall be a Chair, Vice Chair, and Secretary. They shall do the customary work of such officers and shall be strictly voluntary positions with no compensation.

Section 2. Election of Officers and Term of Office. The members of the CAC shall elect a Chair, Vice Chair, and Secretary at its May Annual Meeting. Nominations will be made from the floor. Members who plan to nominate a candidate shall notify the person prior to the May Annual Meeting to determine if the proposed nominee wishes to have his or her name placed into nomination. The newly elected officers shall take office immediately following their election to office and they shall serve until the next annual meeting. No Chair, Vice Chair or Secretary shall serve more than two (2) consecutive terms in the same office unless otherwise determined by the membership.

Section 3. Vacancies. A vacancy in the office of the Chair is filled by the Vice Chair for the balance of the Chair's term. A vacancy in the office of the Vice Chair and/or Secretary will be filled by the CAC electing a member to serve the balance of the Vice Chair's and/or Secretary's term.

Section 4: Special Officers. The members of the CAC shall appoint special officers to serve for specific purposes and terms based on a majority vote of the CAC. The purpose and term must be specified at the time of appointment to be effective.

Article V
Elections

Section 1. Method of Election. Elections shall be by ballot, provided that when there is but one nominee for any office, the Secretary may be instructed by the Chair to cast one ballot for each nominee. A majority vote of those voting shall constitute an election.

Section 2. Ineligibility. Any person who holds a paid, elected, or appointed public office shall be ineligible to hold the office of Chair, Vice Chair or Secretary.

Article VI
Subcommittees

Section 1. Subcommittees. The CAC shall create Standing or Ad-Hoc subcommittees as it may deem necessary to promote the objectives of and carry on the work of the CAC.
according to the following guidelines:
   a. Each subcommittee shall have at least two members from the CAC.
   b. Subcommittee membership shall be voluntary.
   c. The Chair of the CAC shall be responsible for appointing a Chair for each subcommittee.
   d. Either the subcommittee Chair or the Chair of the CAC may request that additional members serve on a subcommittee.

Section 2. Standing Committee. The standing subcommittee of the CAC is the National Community Development Block Grant Week Planning Committee which is responsible for working with the Department of Community Development to plan appropriate celebratory events to education local, state and national elected officials and the community on the Community Development Block Grant and Home Partnership Investment funds and the importance of both programs in improving the lives of low and moderate income citizens in the City of Durham and Durham County.

Article VII
Resignations

Section 1. Written Notice. Any member of the CAC may resign by a written notice to the Office of the City Clerk or Office of the Clerk to the Board with a copy to the Chair of the CAC.

Section 2. Change of Address. If a member of the CAC moves or no longer resides in the City of Durham or Durham County, the member must immediately report the change of address to the Office of the City Clerk or Office of the Clerk to the Board of County Commissioners and Chair of the CAC. If the member no longer resides in the City of Durham or Durham County, the member is obligated to resign.

Article VIII
Attendance

Section 1. Requirement. Members must attend at least 50% of the meetings in a given 12-month period. It is the policy of the City Council and Board of County Commissioners to remove the appointee absent of his/her showing good cause and to make another appointment.

Section 2. Absence. If a member of the CAC will be unable to attend a regularly scheduled meeting of the CAC, the member shall notify the Chair of the CAC or a designated staff member of the Department of Community Development prior to the time of the meeting. The CAC Secretary shall then be informed of all such notices and shall record the absences as excused. Any absences from a CAC meeting without prior notice will be recorded as unexcused. The Chair of the CAC, with a majority vote of the CAC members in attendance at a meeting, may deem an absence without notification excused.
in the case of extraordinary circumstances. Excused absences do not negate the requirement of attending at least 50% of the meetings.

Section 3. Attendance Reports. The Secretary shall submit 6-month and 12-month attendance reports to the Office of the City Clerk and Office of the Clerk to the Board of County Commissioners.

**Article IX**  
**Meetings**

**Section 1. Regular Meetings.** Regular meetings shall be held on the fourth Monday of each month at 6pm in the Conference Room of the Department of Community Development located at 807 E. Main Street, Durham, NC 27701, Golden Belt Building 2, Suite 200 or other location determined by the CAC. All members will receive five (5) days written notice of any cancellations or changes in the usual meeting time or place that may be necessary.

**Section 2. Special Meetings.** A special meeting of the CAC may be called by the Chair; or at the request of the Chair, the Vice Chair shall call for a special meeting; or by a written request to the Secretary by a quorum of the membership. The Secretary shall notify the Chair of the CAC upon receiving a written request for a special meeting from a quorum of the membership. Five (5) days written notice of all special meetings requested by a quorum shall be given to the members. Such notice shall state the date, time, place, and purpose of the meeting.

**Section 3. Emergency Meeting.** Should the need arise; the Chair of the CAC may call an emergency meeting. Members shall be given not less than a 48 hour notice either by telephone or email. The Office of the City Clerk and the Office of the Clerk to the Board of County Commissioners is to be notified of the emergency meeting and provided with the date, time and location.. A written notice shall be posted on the front door of the building where the CAC holds its regular meetings not less than 48 hours prior to the beginning of the emergency meeting.

**Section 4. Annual Meeting.** There shall be an annual meeting of the CAC during the month of May at a date, time, and place to be determined by the CAC.

**Section 5. Quorum.** The CAC shall conduct no business unless a majority of the CAC is present at a meeting.

**Article X**  
**Annual Report**

**Section 1. Guidelines.** At the end of each fiscal year (July 1 - June 30), the CAC must submit an Annual Report to the Durham City Council and Durham Board of County
Commissioi1ers which includes:
➔ An overview of the work of the CAC, what was done that made a difference;
➔ The proposed plans and objectives for the upcoming 12-month period; and
➔ What type of resources (if any) may be needed in pursuing upcoming plans and goals, so that City Council is better able to anticipate future needs and annual attendance report of members.

The Annual Report is prepared by the Chair and Vice Chair for approval by the CAC. Once approved, the Annual Report is submitted to the City Council and Board of County Commissioners.

Article XI
Amendments

Section 1. Methodology. These Bylaws may be amended by a two-thirds (2/3) vote of the voting members present and voting at the annual meeting.

Article XII
Parliamentary Authority

Section 1. Procedure. Parliamentary procedure of the CAC shall be governed by the rules contained in "Robert's Rules of Order Newly Revised."

The Bylaws were adopted by the CAC during a Special Meeting on March 23, 2009 and amended on May 27, 2014.