BYLAWS
COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN'S ADVISORY TASK FORCE

ARTICLE I

Name and Area of Service

The name of this organization shall be the Community Development Block Grant Citizen's Advisory Task Force, hereinafter referred to as the Citizen's Advisory Task Force. The area to be served shall be the unincorporated area of Leon County, Florida.

ARTICLE II

Statement of Purpose

The purpose of the Citizen's Advisory Task Force shall be to assist the Leon County Housing Program in developing and conducting needed housing rehabilitation programs using Community Development Block Grant funds. To this end the advisory committee shall:

1. Counsel and advise the Leon County Housing Program concerning current programs through: regular meetings with staff; onsite visits to construction projects; and monitoring of reports received from the staff housing monitor.

2. Assist in the development of new programs through meetings with citizen groups; visits to potential target areas; attendance of HUD or state Small Cities CDBG meetings for information and training.

3. Advocate for citizens by setting up and monitoring a grievance procedure; appointing members of the grievance committee; moderating unresolved complaints; acting as final hearing board for all complaints filed against the CDBG Housing Program; maintaining a close relationship with citizens of the target community.

ARTICLE III

Membership

1. **Composition of the Citizen's Advisory Task Force.** The membership shall consist of ten members <u>and shall include all the members of the Leon County Housing Finance Authority and three additional members who are low-income citizens of unincorporated Leon County.</u>

2. **Appointments and terms.** Members shall be appointed by the Board of County Commissioners for a maximum four year term with terms expiring on September 30 of the appropriate year. A member of the Citizen's Advisory Task Force shall hold office until his successor has been approved by the Board of County Commissioners and has qualified.

3. **Absences.** If a member is absent from seventy-five percent (75%) of the meetings without just cause or without prior approval from the chairman of the Authority, the appointing commissioner shall be notified that said member resigned. The commissioner shall then either reappoint the individual or appoint a new member. Members must provide notification that they will be absent at least twenty-four (24) hours before a meeting. Rules on attendance or absence shall not apply to special meetings.

4. **Vacancies.** Any vanancy which occurs on the Citizen's Advisory Task Force for any reason shall be filled in the same manner and by the same body which originally appointed a representative to that seat. The representative will serve for the remainder of the unexpired term.

ARTICLE IV

Officers

Officers shall consist of the chairperson, vice-chairperson and secretary, and they shall be elected by the membership of the Citizen's Advisory Task Force. The officers shall be elected on an annual basis by the members of the Citizen's Advisory Task Force. Each officer shall hold office until his successor shall have been elected. In the event the chair becomes vacant, the vice-chairperson shall automatically become the chairperson for the remainder of the unexpired term of the office. Should the other office becomes vacant, it shall be filled by election for the unexpired terms. New elections are regularly held at the October meeting.

Removal of an Advisory Committee Officer

The Board of County Commissioners may remove any officer elected or appointed the Advisory Task Force, without cause, by a majority vote of the Board, or for a neglect of duty or a misconduct in office by a majority of the Board vote.

Duties of Officers

1. **Chairperson.** The chairperson shall be the principal representative of the Citizen's Advisory Task Force subject to the control of the Citizen's Advisory Task Force, shall in general supervise all of the business and affairs of the Citizen's Advisory Task Force and preside at all meetings. The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the Citizen's Advisory Task Force from time to time.

2. **Vice-Chairperson.** The vice-chairperson shall perform all duties of the chairperson in the absence of that officer as well as perform such other duties as may be assigned by the Citizen's Advisory Task Force.

3. **Secretary.** The secretary perform or cause to be performed, the following activities:

   a. Record the minutes of Citizen's Advisory Task Force meetings.
   b. See that all notices are duly provided in accordance with the provisions of these bylaws and as required by law.
   c. Maintain the records of the Citizen's Advisory Task Force.

d. Keep a register of the post office address of each member of the Citizen's Advisory Task Force.

ARTICLE V

Meeting Procedure and Quorum

1. **Regular meetings.** Meetings shall be held quarterly at a time to be decided by the Citizen's Advisory Task Force and duly advertised. All meetings shall be held when the Leon County Housing Program is operating or applying for a Community Development Block Grant, at a time and place to be designated by the Citizen's Advisory Task Force at a prior meeting.

2. **Special meetings.** Special meetings shall be called as necessary by the chairperson of the local governing body.

3. **Quorum.** A majority (51%) of the number of members shall constitute a quorum for the transaction of business at any meeting. The act of the majority of the members shall be the act of the Advisory Task Force.

4. **Notice of meetings.** Notice of regular meetings shall be sent to each member not less than five (5) working days prior to the scheduled meeting. The notice shall be in writing and/or by electronic mail, and shall specify the time, date, location and agenda for the meeting.

5. **Minutes.** Minutes shall be kept of all meetings, sent to Advisory Task Force members, and made available to anyone who requests them. Minutes from a meeting shall be reviewed and approved at the next regularly scheduled meeting.

6. **Voting.** All members shall have the right to vote. Members shall abstain from voting on issues which constitute a conflict of interest and such abstention shall be recorded in the minutes. Approval of any motion shall be by simple majority of those voting, unless otherwise specified in these bylaws.

ARTICLE VI

General Provisions

Meeting of the Advisory Task Force or any sub-unit thereof shall be open to the public and shall operate within the Government-in-the-Sunshine Law. (See Section 286.01 1, Florida Statutes).

ARTICLE VII

Enactment Provision

These bylaws shall be submitted to the Advisory Task Force for approval. Notice shall be sent to Advisory Task Force members no less than five (5) working days prior to the meeting at which these bylaws are acted upon. These by-laws shall become effective immediately upon approval by the Advisory Task Force.