

**CITY OF MARSHALL TX  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)  
BYLAWS**

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**PURPOSE**

The Community Development Advisory Committee (CDAC) is an advisory group to the city staff who work diligently on matters concerning the city of Marshall TX Community Development Block Grant (CDBG), specifically for the annual Request for Proposal process for city projects and programs. The CDAC makes recommendations to the city staff regarding project selection, funding allocation, and program implementation.

The CDAC is also the body officially charged by the city of Marshall TX Community & Development Department to act as the medium for citizen advice and comment concerning CDBG planning and performance.

The CDAC is an advisory board on matters concerning the city of Marshall TX CDBG funds; The CDAC shall be organized and function in such a manner to allow continuity of effective involvement of participating Cities and Towns, applicants for funding, and citizens throughout the planning, development and implementation of the program.

**ARTICLE I – CDAC MEMBERSHIP**

The CDAC board shall consist of seven (7) members, members must be full-time residents of the City of Marshall. The City Commission will attempt, in its appointments to the board, to provide broad representation throughout the community while selecting appointees who are dedicated to the board's purpose. It is suggested that the size of the committee be from 7-9 members (an odd number eliminates tie votes). The committee members may serve three-year terms and may be reappointed for an indefinite number of terms. There is no limit to the number of consecutive terms a member can serve.

**Appointment:** The Community Development Advisory Committee, City staff, and others may recommend citizens for membership on the board.

1. A member can be removed from the CDAC under the following circumstances:
  - 1.1. The member is no longer eligible
  - 1.2. The member voluntarily steps down from the CDAC
  - 1.3. A member representing a city/town is removed by the city/town's appointing body
  - 1.4. The member is removed by the CDAC at the request of two thirds (2/3) of the seated members
  - 1.5. The member is removed by the Community & Development Department appointed staff

## **ARTICLE II – CDAC MEETINGS**

The Community Development Advisory Committee 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

Meets on an as-needed basis, usually 1-2 times per year

- Open to the public
  - 1. Special meetings of the CDAC may be held at the request of the CDAC Chair or by consent of the majority. All members will be notified at least 48 hours before the time set for a special meeting.
  - 2. Public hearings will be held by the CDAC as necessary to meet CDBG grant requirements.
  - 3. Written minutes will be kept of all public meetings and will be public record.
  - 4. A quorum of the CDAC shall consist of a simple majority of members who are appointed to the Committee. A quorum is necessary for the transaction of any business. CDAC members may attend telephonically, provided that the public is properly notified.

## **ARTICLE III – CDAC OFFICERS**

### **1. The Chair and Vice-Chair of the CDAC**

- 1.1. If the position of Chair is permanently vacated for any reason during their term of office, the Vice Chair will assume all duties of the Chair, and a new Vice Chair will be appointed by the CDAC. All Chair and Vice Chair positions filled during the original term of office shall serve through the end of the original term.
- 1.2. Any vacancy in the office of the Chair or Vice-Chair of the CDAC may be filled by the members of the Committee at any regular meeting or special meeting called for such purpose after such vacancy has occurred.
- 1.3. Any Officer may be removed from office for cause and a vote of at least two-thirds (2/3) of the current members of the CDAC.

### **2. The Chair will have the following duties:**

- 2.1. Preside at meetings of the CDAC.
- 2.2. Provide general supervision over the conduct of the affairs of the Committee.
- 2.3. Participate in the voting process, and may participate in discussion of any matters.
- 2.4. Rule on all procedural questions.
- 2.5. Call for a motion and vote upon all matters being considered by the CDAC, but only after all interested parties and all Committee members have had a reasonable opportunity to be heard.

## **ARTICLE V – CDAC DUTIES AND RESPONSIBILITIES**

The general responsibilities of the CDAC are to act in an advisory capacity for the development and operation of the CDBG program.

- The CDAC will work with city staff to evaluate applications for CDBG funding and related documents, and will provide recommendations to the city staff on actions to be taken regarding these applications.
- 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
- 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 VI - AMENDMENTS OF BYLAWS AND RULES OF PROCEDURE**

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 Marshall Community Development Advisory Committee.

ADOPTED by the Community Development Advisory Board this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Secretary

Attest:

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Chairperson