

**BY-LAWS OF THE CITY OF FORT COLLINS  
COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION**

**ARTICLE I – NAME**

The official title of this Commission shall be the Community Development Block Grant Commission of the City of Fort Collins, Colorado.

**ARTICLE II – PURPOSE AND OBJECTIVES**

The duties and functions of the Commission shall be:

1. To advise City Council on matters pertaining to the Department of Housing and Urban Development's Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) Programs, the City's Affordable Housing Fund (AHF) and Human Services Program (HSP);
2. To promote affordable housing, community development, and human service activities within the city with special attention to the needs of low- and moderate income individuals and families and special needs populations;
3. To assess the affordable housing, community development, and human service needs of low- and moderate-income individuals and families and suggest programs to meet those needs;
4. To provide recommendations to City Council concerning the expenditure of CDBG and HOME funds received from the Department of Housing and Urban Development, as well as the City's Affordable Housing Fund and Human Services Program funds;
5. To perform such other duties and functions and have such other powers as may be provided by ordinance of City Council.

**ARTICLE III – COMMISSION MEMBERSHIP**

The Commission shall consist of nine (9) members appointed by City Council. Council will strive to appoint persons with knowledge and/or experience in areas relating to affordable housing, economic development and/or human services.

2. Each member shall serve without compensation for a term of four (4) years, except that members may be appointed by City Council for a shorter term in order to achieve overlapping tenure. Appointments shall specify the term of office of each individual. All members shall be subject to removal by City Council. If a vacancy occurs on the Commission, it shall be filled by City Council for the remaining unexpired portion of the

term. No member shall serve more than two (2) consecutive terms, unless a period of at least twelve (12) months has occurred. For the purposes of this provision, a "term" shall include the balance of an unexpired term served by a person appointed to fill a vacancy if such unexpired term exceeds twenty-four (24) months.

#### **ARTICLE IV – OFFICERS**

1. At the first regular meeting in each year (January), a Chair and Vice-Chair shall be elected by majority vote of the Commission.
2. The Chair shall preside at all meetings of the Commission. In the event of the absence or disability of the Chairperson, the Vice-Chair shall preside.
3. A vacancy in the office of Chair shall be filled automatically by the Vice-Chair, and a new Vice-Chair shall be elected at the next regular meeting of the Commission from among the regular members. A vacancy in the office of Vice-Chair shall be filled at the next regular meeting of the Commission by election from among the regular members. The officers so elected shall serve until the next January meeting.
4. The Chair, subject to these bylaws and rules of procedure, shall decide all points of order or procedure, unless otherwise directed by a majority of the Commission in session at that time.
5. The Director of Social Sustainability or employee designate(s) shall act as liaison to the Commission, shall keep or cause to be kept the minutes of each Commission meeting, shall conduct all official correspondence and generally supervise the clerical and technical work of the Commission. The liaison(s) shall be a non-voting member(s) of the Commission.

#### **ARTICLE V – MEETINGS**

1. Regular meetings of the Commission shall be held on the second Thursday of each month at 6:30 p.m. (is this time good?)
2. Special meetings may be called by the Chair of the Commission at such other times as the Chair or the Commission may determine to be admissible, provided that written notice or notice by telephone of such meeting and of the subject matter of such meeting be given to each Commission member at least twenty-four (24) hours prior to the time set for such meeting; provided further that notice of any such meeting be filed with the City Clerk twenty-four (24) hours before the time of such meeting. Any Commission member may sign a waiver of notice which waiver shall then be in lieu of any other notice requirement. A Commission member attending any meeting shall be deemed to receive the necessary notice of such meeting.

3. All meetings of the Commission shall be held in a designated meeting place in a City facility or after proper notice as set forth in Section 2.
4. All meetings shall be open to the public. The first item on the agenda shall be noted for Open Public Discussion and shall allow a ten-minute time slot for public input. Persons wanting to address the Commission may also do so by obtaining agenda item approval by both the Chair and the Staff Liaison of the Commission not less than fourteen (14) days before the next regularly scheduled meeting. Guests may also address the Commission at other times by Commission invitation.
5. A quorum of the Commission shall consist of a majority of the total number of members specified by City Code to comprise the Commission. No official action may be taken by the Commission unless a quorum is present. However, if a quorum is not present, the meeting may still be conducted for the purposes of status reporting and discussion of items.
6. The order of business for all meetings shall be the order as it appears in the agenda except that the Chair may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the Commission.
7. Any Commission member who has a personal interest in any matter before the Commission shall disqualify himself or herself from any such consideration or discussion of or voting upon such matter. Any such disqualification shall be noted in the official Minutes of the meeting.

#### **ARTICLE VI – AMENDMENTS TO BY-LAWS**

These rules may be amended or modified by a majority vote of the Commission, provided that such amendments be presented in writing and such action be taken thereon at a subsequent regular meeting, subject to the approval of the City Council.

Revised and approved 6/11/2015