

**FOR MARICOPA COUNTY  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)  
BYLAWS AND RULES OF PROCEDURE**

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**PREFACE**

The Community Development Advisory Committee (CDAC) was created by the Board of Supervisors to act in an advisory capacity on matters concerning the Maricopa County Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) /American Dream Downpayment Initiative (ADDI). The CDAC makes recommendations to the Board of Supervisors regarding project selection, funding allocation, and program implementation.

The CDAC is also the body officially charged by the Maricopa County Board of Supervisors to act as the medium for citizen advice and comment concerning urban county CDBG and HOME planning and performance documents.

The Community Development Advisory Committee (CDAC) was created by the Board of Supervisors to act in an advisory capacity on matters concerning the Maricopa County Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and American Dream Downpayment Initiative (ADDI); including fair housing and housing affordability issues affecting low/moderate income people. It shall be a standing committee for the duration of the Maricopa County CDBG and HOME/ADDI Programs. 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 all stages of these programs.

**ARTICLE I - DUTIES AND RESPONSIBILITIES**

1. The CDAC will provide feedback on the citizen participation plan, and assist in overseeing the implementation of the plan.
2. The CDAC will participate in evaluating CDBG and HOME/ADDI applications and related documents, and will advise the Board of Supervisors on actions that should be taken regarding these documents.
3. The CDAC will participate in the Urban County Consolidated Plan and Annual Action Plan development process.

4. The CDAC will advise the Board of Supervisors on policy decisions regarding program implementation.
5. The CDAC will participate in assessing all aspects of the County's CDBG and HOME/ADDI performance; including the performance of the County's subrecipients and contractors.

## **ARTICLE II - MEMBERSHIP**

The CDAC will be composed of members appointed in the following manner:

1. With the approval of the Board of Supervisors, each Supervisor may appoint two members and one alternate from his/her district to serve on the CDAC.
  - Each district member appointed by the Supervisor must not be an elected official of any city/town participating in the grant programs.
2. The governing board of each city or town participating in the CDBG and/or HOME/ADDI Three-Year Cooperative Agreement may appoint one individual and one alternate to serve on the CDAC.
  - Each city/town member and alternate must be an elected member of the respective city/town council.
  - Elected city/town members must also be formally appointed to the CDAC by the Board of Supervisors.
3. CDAC appointments must be made as close to the beginning of each fiscal year as possible. CDAC appointments will be for one full fiscal year; from July 1 through June 30.
4. A member can be removed from the CDAC under the following circumstances.
  - The member is no longer eligible under the CDAC bylaws (*for example, an elected representative no longer holds a city/town council position, or a district representative becomes a city/town council member of a participating community*)
  - The member voluntarily steps down from the CDAC
  - The member is removed by the appointing body
  - The member is removed by the CDAC at the request of two thirds (2/3) of the seated members
  - The member is removed by the Board of Supervisors

### **ARTICLE III - MEETINGS**

1. Regular meetings of the CDAC will be held as scheduled on the second Wednesday of each month. Meetings may be cancelled, with at least one week's notice, if there are no action items on the agenda.
2. 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.
3. Public hearings will be held by the CDAC as necessary to meet CDBG and HOME/ADDI grant requirements.
4. All meetings and public hearings of the CDAC will be open to the public.
5. Written minutes will be kept of all public meetings and will be public record.
6. A quorum of the CDAC shall consist of a simple majority of members who are in fact appointed to the Committee. A quorum is necessary for the transaction of any business. CDAC members may attend telephonically, if necessary, provided that the public is properly notified.
7. All votes taken by the CDAC shall be by voice vote or by roll call and made part of the minutes.
8. All meetings shall be conducted according to Robert's Rules of Order as amended. In any case where there is conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall control.
9. Members of the public will be allowed to speak only at the public hearings and during the open call to the public at each meeting.

### **ARTICLE IV - OFFICERS**

1. The Chair and Vice-Chair of the CDAC shall be elected annually by the members of the CDAC at the beginning of each fiscal year. The Chair and Vice-Chair shall not represent the same city, town or district.
  - A Chair or Vice Chair may serve two consecutive terms in that position if duly re-elected by the CDAC.
  - If, after the annual election process, the position of Chair is permanently vacated for any reason during the fiscal year, the Vice Chair will assume all

duties of the Chair, and a new Vice Chair will be appointed by the CDAC as outlined in these Bylaws.

- 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.
2. The Chair will have the following duties:
- Preside at meetings of the CDAC.
  - Appoint all subcommittees.
  - Provide general supervision over the conduct of the affairs of the Committee.
  - Participate in the voting process, and may participate in discussion of any matters.
  - Rule on all procedural questions.
  - Call for the question 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.
  - Limit the time each person is permitted to speak at public meetings or public hearings, provided that such procedure shall nonetheless result in a full presentation on all relevant issues.

The ruling of the Chair will be subject to reversal by a majority of the CDAC members present.

3. The Vice-Chair shall perform the duties of the Chair during the absence or disability of the Chair. In the event that both the Chair and Vice-Chair are absent, then the members present shall choose one from among their number to be Chair pro-tem for the day's meeting.

## **ARTICLE V - SUBCOMMITTEES**

1. The Chair will, with the approval of a majority of the CDAC, appoint such subcommittees as may be deemed necessary or advisable.
2. Each subcommittee will appoint one member to serve as the subcommittee Chair. The Chair and/or Vice-Chair of the CDAC may serve as ex-officio members of all subcommittees.
3. Reports, recommendations and minutes of all meetings of each subcommittee shall be made in writing and the original copy thereof shall be filed and become a part of the records of the Committee.

## **ARTICLE VI - AMENDMENTS OF BYLAWS AND RULES OF PROCEDURE**

The foregoing Bylaws and Rules of Procedures, or any part thereof, may be amended at any meeting of the Committee after not less than ten (10) days notice has been given to all members of the Committee. It shall require the concurring vote of not less than a quorum of the members to make any amendment in these Bylaws.

## **ARTICLE VII - CONFLICT OF INTEREST**

At all times, the CDAC members will comply with Arizona law (A.R.S. §38-503) and HUD regulations regarding conflict of interest. No member of CDAC may use his or her position on the Committee for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or specific others, particularly those with whom they have family, business or other ties. In any instance where a conflict might arise because of the potential for financial gain, the member must disclose that financial benefit publicly and the CDAC will follow the federal regulations in securing a decision from HUD on the potential conflict. Any member who feels that personal reasons may unduly prejudice his/her decision shall disqualify himself/herself without reason or suggestions of his/her interest and take no part in discussion or voting on this matter.

Adopted by the Community Development Advisory Committee on January 3, 1979.  
Recorded with the Clerk of the Board on January 31, 1979.

Amended by Community Development Advisory Committee on December 15, 1982.

Amended by Community Development Advisory Committee on May 21, 1986.

Amended by Community Development Advisory Committee on October 18, 1989.

Recorded with the Clerk of the Board on December 5, 1989

Amended by Community Development Advisory Committee on November 15, 1990.

Recorded with the Clerk of the Board on November 29, 1990.

Amended by Community Development Advisory Committee on June 9, 1993.

Recorded with the Clerk of the Board on December 15, 1993.

Amended by Community Development Advisory Committee on November 12, 1997.

Recorded with the Clerk of the Board on November 22, 1997.

Amended by the Community Development Advisory Committee on October 8, 2003

Approved by the BOS 11/19/03.

Recorded by the Clerk of the Board on November 19, 2003.

Amended by the Community Development Advisory Committee on January 9, 2008.

Approved by the BOS on January 16, 2008.

Recorded by the Clerk of the Board on January 16, 2008.

Approved by the Community Development Advisory Committee on June 10,-2009

Approved by the BOS on July 22, 2009

Recorded by the Clerk of the Board on July 22, 2009.