

# COMMUNITY DEVELOPMENT ADVISORY BOARD BY-LAWS

Approved May 23, 2019

## I. Purpose, Function, Duty of Board.

**A. Purpose.** The mission of the Community Development Advisory Board (“CDAB” or “board”) is to advise and assist the City Manager in planning the allocation of U.S. Department of Housing and Urban Development entitlement resources for community development, economic development, and human services in the City of Cincinnati.

**B. Recommendations for Use of Federal Funding.** In order to fulfill its mission, the CDAB shall make recommendations to the City Manager, through the Department of Community and Economic Development or its successor department, regarding the allocation of available Consolidated Plan Program resources, for Community Development Block Grant (CDBG) and HOME Investment Partnerships programs resources for housing and community development purposes.

**C. CDAB Information in Required Annual Plans.** The functions of the CDAB and the description of the annual Consolidated Plan needs assessment and resource allocation processes shall be fully detailed in the Citizen Participation Plan of the Consolidated Plan. The Citizen Participation Plan will also include the CDAB schedule of public meetings and hearings on needs, performance, and proposed program and budget.

**D. Federally Required Duties.** The CDAB shall also comment on the consistency of proposed housing projects with the City’s affordable housing plan, as required by federal housing and community development grant programs.

## II. Membership, Roles, Requirements.

**A. Board Membership.** Under Cincinnati Municipal Code Section 207-5, CDAB members are appointed by the Mayor with City Council approval. The CDAB may make recommendations to the Mayor as to individuals to appoint to the board.

**B. Term of Appointment.** The term of board members may be established by ordinance, or the Mayor may select a term length when making the appointment, which requires City Council approval. Board members shall serve until the end of their terms, or until their resignation, their death or incapacity, or their replacement with a new member appointed by the Mayor with approval of City Council. The Mayor may choose to reappoint board members at the end of their term.

**C. Conflict of Interest.** Board members are subject to the Ohio ethics law established in Ohio Revised Code (“O.R.C.”) §102.03 and must disclose any potential conflicts of interest to the board.

**D. Officers.** The Mayor will appoint a Chairperson of the CDAB who shall serve until a new Chairperson is appointed and approved or until the Chairperson no longer serves on the CDAB. The CDAB may appoint other officers such as a Vice Chairperson and committee chairpersons but is not required to do so.

**E. Attendance; Absence.** Each member of the CDAB is expected to attend all meetings, including any committees of which he or she is a member. If a member is absent for two or more meetings in a row, the Board Chairperson or any member of the board may recommend to the Mayor to appoint a permanent replacement for the absent member.

**F. Committees.** The CDAB may create committees by majority vote, if needed to accomplish its mission or if desired to focus on a particular area of concern. Membership of committees may be determined informally by the board members. Meetings of any committee, like meetings of the CDAB as a whole, are subject to the Ohio Open Meetings Act.

**G. Role of City Staff.** The City Department of Community and Economic Development, or any successor department to it, is the primary department to facilitate the CDAB's mission and its meetings. Employees for that department who help to accomplish notice of meetings and who may present information to the CDAB at its meetings are considered to "staff" the CDAB for purposes of these By-Laws. However, the employees do not work for any members of the CDAB and merely facilitate the CDAB's work and meetings.

### **III. Meetings.**

**A. Regular Meetings.** The CDAB shall hold regular meetings twice per year on dates that should be determined at the prior regular meeting. The date for the next meeting should be published on the CDAB website shortly after the prior meeting. If the CDAB wishes to establish a more specific meeting schedule, the board may do so by amending these By-Laws and/or by publishing the regular meeting schedule on the CDAB website.

**B. Special Meetings.** Special Meetings of the CDAB in addition to the regular meetings may be held as necessary. A majority of the current board members should agree that a meeting is necessary and upon a time, so that a quorum of the board will be present at the special meeting.

**C. Ohio Open Meetings Act.** The CDAB is a public body under Ohio law, and all meetings of the CDAB are subject to and must be held in compliance with the requirements of the Ohio Open Meetings Act, O.R.C. §121.22.

### **IV. Meeting Notice and Information.**

**A. Method of Notice.** Notice of the date, time, and location of all meetings shall be made through the City Bulletin, on the CDAB webpage, and via email. For a special meeting, notice must be sent no later than twenty-four hours in advance and must include a statement describing the purpose of the meeting in addition to its date, time, and location. The two regular annual meetings dates should be made available shortly after the prior meeting and formally

noticed at least 15 days in advance of the meeting.

**B. Email Distribution List.** Email notice should be sent to all CDAB members, all City employees who staff or are otherwise involved in the CDAB, all City elected officials, neighborhood Community Councils, and all members of the local community who state that they want to receive notice, including journalists. The email notice should include a statement encouraging recipients to forward the notice to any interested parties and instructions for recipients to opt out of receiving future notice.

**C. Agenda.** An agenda for each meeting shall be drafted and sent to the members of the CDAB prior to the meeting. The agenda may be drafted by the Board Chairperson, any member of the CDAB, or a City employee who staffs the CDAB, but the agenda should be reviewed by the Board Chairperson before being sent out to all board members. Any member of the CDAB may add new items to the proposed agenda as long as they relate to the board's mission.

**D. CDAB Webpage.** The Department of Community and Economic Development shall establish and administer a City-administered website for the CDAB, which shall provide, at minimum: (1) time and location of the next regular meeting, (2) time, location, and purpose of any special meeting that has been scheduled, (3) minutes of prior CDAB meetings for up to the past three years; (4) a link to C.M.C. Chapter 207; and (5) these By-Laws.

**E. Minutes.** Minutes of each CDAB meeting shall be drafted, circulated to the members who were present at the meeting for review, and then finalized and published on the CDAB webpage. This process may be led by a member of the CDAB or by the City employee or employees who staff the CDAB. The minutes shall include, at minimum, the following information:

1. Meeting start time;
2. Members of the board who were present;
3. Members of the board who were absent;
4. Topics discussed by the board;
5. Decisions made by the board;
6. Recommendations from the board to be presented to the City Manager;
7. Presentations made to the board; and
8. Time meeting was adjourned.

## **V. Meeting Procedure.**

**A. Quorum.** A majority of the currently-appointed members of the CDAB shall constitute a quorum of the board for purposes of being able to conduct business.

**B. Informal Procedure Authorized.** Meetings of the CDAB should follow the agenda for the meeting and may proceed informally with members of the board participating as necessary for the business of the board and the particular meeting.

**C. Board Chairperson; Robert's Rules.** The Chairperson shall be responsible for starting, managing, and adjourning board meetings. The Chairperson shall ensure that meetings

proceed in an orderly fashion. In the event that a meeting becomes disorganized, the Chairperson may require the board to participate in the meeting in accordance with the parliamentary procedure established in Robert's Rules of Order.

**D. Chairperson's Absence.** If the Chairperson is absent from a meeting, and a Vice Chairperson has been appointed, then the Vice Chairperson shall act as Chairperson for that meeting. In the absence of the Chairperson and the Vice-Chairperson at a particular meeting, the highest ranking City employee who is a member of the CDAB and is present at the meeting shall act as Chairperson.

**E. Public Attendance at Meetings.** All meetings of the CDAB including committee meetings shall be open to the public in accordance with O.R.C. §122.22. However, only members of the CDAB have the right to speak and participate in meetings of the board. Any member of the public who disrupts a meeting may be denied access to the remainder of the meeting. If a meeting is disrupted by members of the public to a degree that the business of the meeting is not progressing, the Chairperson may choose to adjourn the meeting.

## **VI. Governing Authorities.**

**A. Governing Municipal Code Chapter.** The CDAB was created by ordinance, and its purpose and membership are governed by C.M.C. Chapter 207.

**B. Changes to By-Laws.** This 2019 version of the By-Laws may be approved, and any future modifications to the By-Laws may be made, by a vote for approval by at least two-thirds of the current members of the Board.

**C. By-Laws on Website.** These By-Laws shall be made available on the CDAB website for the general public to view.

**D. Record of Ordinances and By-Laws.** The following is a list of the ordinances under which the CDAB was created and modified and a history of the By-Laws and modifications thereto:

- C.M.C. 207 ordained by Ord. No. 464-1991
- C.M.C. 207 amended by Ord. No. 1-1992
- C.M.C. 207 amended by Ord. No. 275-1995
- Constitution and By-Laws adopted March 21, 1996
- C.M.C. 207 amended by Ord. No. 293-2006
- C.M.C. 207 amended by Ord. No. 15-2007
- Constitution and By-Laws amended by By-Laws DATE, 2019