

A RESOLUTION

TO APPROVE THE BYLAWS OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE OF THE CITY OF GREENVILLE.

WHEREAS, City Council prescribed by Ordinance No. 97-06 that all municipal boards and commissions should establish bylaws meeting certain criteria; and

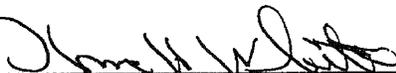
WHEREAS, the City's Community Development Advisory Committee has prepared certain bylaws in accord with that Ordinance and presented the bylaws for the consideration and approval of City Council; and

WHEREAS, in accordance with the Ordinance, the City Attorney has reviewed the bylaws and advises City Council that the bylaws comply with the Ordinance.

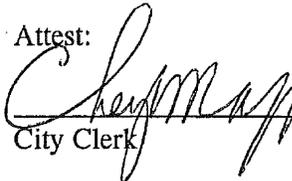
NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA:

The Bylaws of the City of Greenville's Community Development Advisory Committee, attached as an exhibit to this resolution and incorporated by reference, are approved.

RESOLVED THIS 27TH DAY OF OCTOBER, 1997.



Mayor

Attest:


City Clerk

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE BY-LAWS

The following bylaws shall apply to the Community Development Advisory Committee established as a part of the Community Development's Citizen Participation Plan.

ARTICLE I. DEFINITIONS

The following definitions shall apply to the terms below as they may appear throughout the by-laws:

- *Community* shall mean an area outlined using U.S. Census tract information and natural and visibly recognized boundaries. Social and economic factors shall be considered in the identification of such areas. Community shall include the term "neighborhood."
- *Community Development target area* shall include those low- and moderate-income communities eligible to receive Community Development funds in the upgrading and redevelopment of the area(s). Eligibility shall be determined by federal regulations governing the Community Development Block Grant and HOME programs.
- *Housing rehabilitation areas* shall include those areas (designated as such) eligible to receive housing rehabilitation assistance using both local and federal eligibility requirements. Housing rehabilitation areas may be a part of an overall Community Development area.
- *Local governmental agencies* shall include those agencies of a specialized or general purpose nature with local, metropolitan-wide and/or regional interest in the planning and development of the Greenville area.

ARTICLE II. FUNCTIONS AND ROLE

1. The Advisory Committee shall serve in an advisory capacity to provide assistance to the Community Development Division staff in the planning, development, implementation, and assessment of all projects funded or proposed to be funded, through the Community Development Block Grant and HOME Program.
2. The Community Development Advisory Committee shall have the responsibility of reviewing all proposals submitted for funding and making recommendations to City Council for approval.
3. The Advisory Committee shall be responsible for meeting with the City Council, the City Manager, department heads, and citizen groups in the development of the Community Development program.
4. The Advisory Committee shall be responsible for the overall development, review, and evaluation of the Community Development program and the submission of such a program

to Mayor and City Council for approval.

5. The By-Laws conform with the resolution set forth by the Housing and Urban Development.

ARTICLE III. MEMBERSHIP

1. The Community Development Task Force shall be comprised of 12 voting members, including the chairperson, who shall vote on all matters which may come before the Community Development Advisory Committee.
2. Membership established as follows:
 - a. Neighborhood representatives - 8
 - b. Public Housing representative - 1
 - c. Appointments by the Mayor - 3
3. Procedures for Membership Selection:
 - a. Neighborhood Representatives.
 - (1) Eight (8) neighborhood representatives shall be elected from four (4) of the Community Development areas with planned or proposed activities.
 - (2) No community shall have more than (2) representatives on the Advisory Committee at the same time.
 - (3) Effort shall be made to include different community representatives on the Advisory Committee at least once every two (2) consecutive terms.
 - (4) Members shall be elected from the community in which they reside. These elections shall be as a result of meetings coordinated and conducted for that purpose by the Community Development staff and the Community Development Advisory Committee.
 - (5) Each community shall also elect a first and second alternate. Their duties shall be: (a) to attend meetings if the elected person cannot; (b) to replace the elected member when the elected member resigns; and (c) to vote and perform all duties of the elected member when acting in the place of the elected member.
 - b. Public Housing Representative.
 - (1) One (1) representative shall be appointed to represent the public housing areas within the City. This person shall be a resident of public housing in the City of Greenville.

- (2) The Public Housing representative shall be chosen by the tenants of the Housing Authority of the City of Greenville in conjunction with the staffs of the Community Development Department and Housing Authority.

c. Appointment by the Mayor.

- (1) The Mayor shall appoint a maximum of three (3) members to the Advisory Committee.
- (2) In making appointments to the Advisory Committee, consideration shall be given to achieving demographic diversity on the Advisory Committee; i.e. race, gender, age, expertise, etc.

4. Officers.

The officers of the Advisory Committee shall consist of a chairperson and a vice-chairperson. Terms of office shall be for one (1) year. In the chairperson's absence, the vice-chairperson shall serve as chairperson. In all other circumstances, the next senior member shall preside. The chairperson shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.

The chairperson of the Advisory Committee shall be appointed by the Mayor. The vice-chairperson of the Advisory Committee shall be elected by the Advisory Committee.

Members shall serve on the Advisory Committee for at least one (1) year before serving as officers on the Advisory Committee. Officers shall be designated during the month of August.

The chairperson and vice-chairperson shall not be representative of the same community or organization.

5. Staff Liaison.

The City Manager shall designate an employee to serve as a staff liaison. The staff liaison shall assist the chairperson in setting meetings, preparing agendas and other documentary material, and coordinating the acquisition of needed material and training.

6. Attendance Requirements

After a member of the Advisory Committee is absent from three (3) consecutive meetings, the individual shall be notified and a copy of the notification shall be sent to the relevant neighborhood or area-wide organization. In the case of appointed members, they shall be notified directly.

- (1) Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty (30%) percent of all meetings within a calendar year shall be removed. Any member who is unable to

attend a meeting, whether regular or special, shall contact the staff liaison as soon as possible so that the staff liaison can determine and report to the chairperson whether or not a quorum can be established.

- (2) The staff liaison shall maintain a record of attendance for each board member. The staff liaison shall be responsible for notifying the City Clerk of any members appointed by the Mayor who violate the attendance requirements. The City Clerk shall then provide Council with the details of the violation. The staff liaison shall contact the neighborhood associations regarding all other members.

The matter shall be brought before the Advisory Committee for appropriate action to drop this person from the Advisory Committee.

New Advisory Committee members shall achieve membership to the Advisory Committee upon appointment by Council. Appointment by Council shall be made from recommendations of the Advisory Committee according to Membership Selection in Article III.

7. Tenure.

All terms of election or appointment to the Advisory Committee shall be two (2) consecutive years. No member shall serve more than two (2) consecutive terms or four (4) years.

8. Ethics.

All members shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville's Code of Ethics.

ARTICLE IV. QUORUM AND VOTING PROCEDURES.

At least seven (7) of all voting members must be present to conduct meetings and to vote. A list of members and any votes taken shall accompany all Advisory Committee recommendations and resolutions or dissenting opinions.

ARTICLE V. MEETINGS.

1. Time and Place

To the extent feasible, all meetings will be held on a weekday in City Hall or at a meeting place and time of the Advisory Committee's choosing. In the Committee's discretion, the chairperson or staff liaison shall schedule the time and place of meetings.

2. Expenses

Meeting facilities shall be provided at City hall offices unless otherwise designated by Advisory Committee members. All expenses relating to the meeting, transportation, etc. shall be provided by Advisory Committee members. However, every effort shall be taken to make meetings easily accessible.

3. Rules of Order.

Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the committee. One or more generally recognized publications on procedure shall be available for reference when procedural issues are to be resolved.

ARTICLE VI. STAFFING ARRANGEMENTS.

Assistance shall be provided to the Advisory Committee by the Community Development staff and other departmental staff as needed. The Community Development staff shall assist the staff liaison in coordinating all information submitted from other sources to the Advisory Committee.

Specifically, it shall be the responsibilities of the Community Development staff, under the direction of the staff liaison, to:

1. Draft and mail agendas and information packets and arrange the time and place of meetings in consultation with the chairperson and vice-chairperson.
2. Make available, in conjunction with the chairperson, relevant information and prepare all recommendations.
3. Make available copies of comments, proposals or any other information submitted from other sources (i.e. neighborhood meetings, citizen organizations, departmental staff, appointed and elected officials) on a timely basis.
4. Submit a calendar of events to each Advisory Committee member. Information on special meetings shall be submitted in addition to the planned calendar of events.
5. Apprise the Advisory Committee of the current federal regulations and changes in those regulations on a timely basis.
6. Serve as a liaison between the City and other departments.
7. Provide technical assistance to the Community Development Advisory Committee.

ARTICLE VII. NOTICE AND PUBLIC INFORMATION.

- (1) The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying the City Clerk reasonably in advance of all meetings.
- (2) The staff liaison is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.

ARTICLE VIII. AMENDMENTS.

These by-laws applicable to the Community Development Advisory Committee may be amended or revised by a majority of the Committee. All amendments and revisions must comply with Housing and Urban Development regulations. Such amendments or revisions may only be made after seven (7) days written notice of the proposed changes have been given to the Advisory Committee, and upon filing the amendments or revisions to the City Clerk and submitting them to City Council in accordance with City Council procedure for City Council's acceptance by resolution. The by-laws or revisions shall become effective upon acceptance by City Council.

Date Adopted: _____

By: _____