

**BYLAWS  
CITY OF ALACHUA  
COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZEN ADVISORY TASK FORCE**

**ARTICLE I**

Name and Area of Service

The name of this organization shall be the Community Development Block Grant Citizen Advisory Task Force, hereinafter referred to as the Task Force. The area to be served shall be the City of Alachua, Florida. This Task Force shall be designated as a Standing Committee pursuant to the City of Alachua, Commissioner's Rules and Procedures.

**ARTICLE II**

Statement of Purpose

The purpose of the Task Force shall be to assist the City of Alachua in developing and conducting needed neighborhood revitalization and housing rehabilitation programs, and any other such programs deemed beneficial to the citizens of Alachua, using Community Development Block Grant funds. To this end the Task Force shall:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas in which CDBG funds are proposed to be used by providing a specific plan of action for outreach.
2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the City of Alachua's proposed and actual use of CDBG funds.
3. Counsel and advise the City of Alachua City Commission concerning current programs through regular meetings with staff; participation in review of bids and selection of contracts; on-site visits to construction projects; monitoring of reports received from CDBG staff liaisons.
4. Assist in the development of new programs through meetings with citizen groups; visits to potential target areas; attendance at HUD or state Small Cities CDBG meetings for information and training.
5. Advocate for citizens by following the grievance procedures prescribed in federal legislation (24CFR570.486) and as recommended by the Department of Community Affairs (2001) – see Attachment 1: setting up and monitoring a grievance procedure;

appointing members of the Grievance Committee; moderating unresolved complaints; act as the hearing board for all complaints filed against the CDBG program; maintaining a close relationship with citizens of the target community.

### ARTICLE III

#### Membership

1. Composition of Task Force. The membership shall consist of seven members, and shall include those individuals appointed to serve by the Alachua City Commission. Members shall be City residents.
  
2. Appointments and Terms. The initial appointment to a seven member board shall be as follows:
  - a. Two members appointed for a term of 1 year each
  - b. Three members appointed for a term of 2 years each
  - c. Two members appointed for a term of 3 years

Thereinafter, terms of office shall be for a period of three years. Members will be eligible for reappointment in accordance with the City of Alachua Commissioner's Rules and Procedures. In the event of resignation, the member shall continue to serve until a successor has been appointed. Candidates for membership on the Task Force shall be proposed by the Task Force and submitted to the City of Alachua City Commission for approval.

To the extent possible, membership on the CATF shall include 4 members representative of various organizations and committees within the entire community so that community wide representation may be achieved through recognized leaders in existing organizations, as well as leaders evidencing an interest in the general purposes of the Task Force. The remaining 3 members shall be City residents who earn at or below 80% of the median income for the City of Alachua. In order to ensure total community wide interest and participation, it is suggested that representatives come from various interests including, but not limited to, economic groups, families, minority groups, welfare organizations and information agencies. This goal may be accomplished when vacancies occur by noting this recruitment preference. However, in no way is this provision intended to prohibit filling of CATF vacancies in the event that no applications are received from individuals falling into these categories.

3. Absences. If a member is absent for four (4) consecutive meetings without just cause, it shall be recommended that this member be replaced. Members must provide notification to the City

that they will be absent at least twenty-four hours before a meeting. A notation shall be made for reason of absence, read at the next regular meeting and become a part of the minutes for that meeting. Rules on attendance or absence shall not apply to special meetings.

## **ARTICLE IV**

### Officers

Officers shall consist of a Chairperson, Vice-Chairperson and Secretary, and they shall be elected by the membership of the Task Force. Officers shall serve for a period of one year. In the event the Chairperson becomes vacant, the Vice-Chairperson shall automatically become the Chairperson for the remainder of the unexpired term of office. Should other offices become vacant, they shall be filled by election for the remainder of the unexpired term.

### Duties of Officers

1. Chairperson. The Chairperson shall be the principal representative of the Task Force, and subject to the control of the Task Force shall in general supervise all of the business and affairs of the Task Force and preside at all meetings of the Task Force. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Task Force from time to time.
2. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence of that officer as well as perform such duties as may be assigned by the Task Force.
3. Secretary. The Secretary shall perform or cause to be performed, all duties incident to the office of Chairperson in the absence of both the Chairperson and the Vice-Chairperson.

## **ARTICLE V**

### Meeting Procedure and Quorum

1. Regular Meetings. Meetings shall be held on a quarterly basis, at a time and place to be designated by the Task Force at a prior meeting.
2. Special Meetings. Special Meetings shall be called as necessary with at least twenty-four hours notice by the Chairperson or the Alachua City Commission.
3. Quorum. A quorum shall consist of 51% of the membership.
4. Notice of Meetings. Notice of regular meetings shall be sent to all members not less than three (3) days prior to the scheduled meeting. The Notice shall be in writing and shall specify the time, date, location and agenda for the meeting.

5. Minutes. Minutes shall be kept of all meetings, sent to the Task Force members, and made available to anyone who requests them. Minutes from a meeting shall be reviewed and approved at the next regularly scheduled meeting.
6. Voting. All members shall have the right to vote. Members shall abstain from voting on issues which constitute a *conflict of interest* and such abstention shall be recorded in the minutes. Approval of any motion shall be by a simple majority of those voting, unless otherwise specified in these bylaws.

## **ARTICLE VI**

### General Provisions

Meetings of the Task Force or any sub-unit thereof shall be open to the public and shall operate within the Government-in-the-Sunshine Law. (See Section 286.011, Florida Statutes). Meetings shall follow Roberts Rules of Order to the extent practicable.

## **ARTICLE VII**

### Enactment Provision

These bylaws, or any amendments thereto, shall be submitted to the Alachua City Commission for approval. Notice shall be sent to Task Force members no less than three days prior to the meeting at which these bylaws shall be acted upon. These bylaws shall become effective immediately upon approval by the City Commission.

## **ATTACHMENT 1 COMPLAINT PROCEDURES**

It is the policy of the U.S. Department of Housing and Urban Development (HUD) [24CFR570.486], the Florida Department of Community Affairs (DCA) [*Application Manual, February 2001*], and the City of Alachua to provide a means by which persons may file complaints. It is also the policy of the City of Alachua to enforce non-discrimination practices in program policy, procedure or performance, and to assure quality workmanship.

1. Any person who feels that he/she has been discriminated against because of race, color, religion, gender, national origin, age or physical handicap, or has a complaint concerning quality of workmanship should contact:

City Manager  
Alachua City Hall  
P.O. Box 9  
Alachua, Florida 32616-0009  
386-418-6100

2. All complaints should be filed within forty-five (45) days of the incident and a copy of the complaint should be provided to the members of the CATF.

3. Upon receipt of the complaint, notice of same will be provided by certified mail, return receipt requested, upon the individual(s) and/or company against whom the complaint has been filed, if applicable.

4. A fair and impartial investigation will be conducted by the appropriate party and within fifteen (15) working days, a written report of findings and determinations will be rendered. Proper notification of findings will be provided to the complainant and the respondent by certified mail.

5. Within ten (10) days after notification, either party may request a hearing if they are not satisfied.

6. When a hearing is requested by either party, the (CATF), will conduct the hearing in accordance with applicable laws, procedures, and regulations.

7. Within ten (10) days after the hearing, a decision will be rendered by the (CATF) and all necessary parties notified of the determination.

8. The determination of the CATF will be submitted to the Alachua City Commission within ten (10) days. Any written appeal of the CATF determination shall be submitted to the Alachua City Commission within twenty (20) days. The Alachua City Commission has the authority to uphold, rescind or reverse a previous CATF determination.

9. An appeal of the local determination/decision made by the Alachua City Commission should be filed by either party with the Department of Community Affairs no later than thirty (30) days after the occurrence of the local determination.

10. Nothing in the aforementioned procedures shall prohibit a person from filing a complaint with the U.S. Department of Housing & Urban Development, Fair Housing and Equal Opportunity Division and/or the Florida Department of Community Affairs, Bureau of Community Development, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.

*Housing discrimination complaints or questions may also be filed by calling:*

*US Department of Housing & Urban Development, Jacksonville Office  
1-904-232-1241; and Housing Discrimination Hotline 1-800-440-8091, Extension  
2491.*

**Bylaws Adopted by City Commission on September 15, 2003  
Bylaws 1<sup>st</sup> Amendment by City Commission on October 9, 2006  
Bylaws 2<sup>nd</sup> Amendment by City Commission on October 11, 2010**