

**BY-LAWS OF THE
EL PASO COUNTY COMMUNITY DEVELOPMENT ADVISORY BOARD**

ARTICLE I – NAME AND PRINCIPAL OFFICE

Section 1. Name

This Advisory Board shall be known as the El Paso County Community Development Advisory Board (CDAB), hereinafter referred to as CDAB.

Section 2. Principal Office

The principal office of the CDAB shall be 27 E. Vermijo, 5th Floor, Colorado Springs, CO 80903.

ARTICLE II -OBJECTIVES AND PURPOSE

Section 1. Purpose

The purpose of CDAB shall be to review matters of importance regarding the El Paso County Community Development Block Grant (CDBG) program and to make recommendations to the Board of County Commissioners (BoCC) concerning community development issues and use of CDBG funds. Although the U.S. Department of Housing and Urban Development requires El Paso County (the County) to maintain legal liability and responsibility for the overall administration and performance of the CDBG program, the County will give strong consideration to the recommendations of the CDAB.

Section 2. Responsibilities

The CDAB shall perform the following functions:

- a. Provide a forum for corporative coordination on community development and CDBG matters.
- b. Review grant applications and make recommendations to the BoCC on the allocation of funds among the proposed CDBG programs and projects.

ARTICLE III -MEMBERSHIP

Section 1. Members

CDAB shall be comprised of up to twelve (12) voting members. One nominated member from each of the municipalities participating in the El Paso County Community Development Block Grant Program may serve on the CDAB. Each municipality shall advise the BoCC of its nominee. CDAB will also include members from each of the Commissioner Districts; those members will apply through the volunteer board vacancy page of the County's website.

Section 2. Appointment and Selection of Members

The BoCC shall appoint all members. CDAB voting members shall not be affiliated with nor shall they receive any form of compensation from the County or any organization controlled or appointed by the County. The appointed members shall serve at the pleasure of, and may be removed without cause, by the BoCC.

Section 3. Length of Appointment

Each voting member shall be appointed for five (5) year terms provided however that initial appointments shall be staggered from one to five years. For the purposes of the initial formation of the CDAB, terms will be staggered as follows:

The City of Fountain: 2 year term	District 1: 5 year term
The Town of Calhan: 1 year term	District 2: 4 year term
The Town of Green Mountain Falls: 3 year term	District 3: 4 year term
The Town of Palmer Lake: 2 year term	District 4: 5 year term
The Town of Ramah: 3 year term	District 5: 1 year term

At the expiration of the term, a voting member may request re-appointment, however re-appointment is not guaranteed. The BoCC has the discretion to re-advertise for a vacant position.

Section 4. Resignation of Members

Any member may resign at any time by giving written notice to the Chairperson of CDAB. The resignation of any member shall take effect upon receipt of notice thereof or at such time as specified in such notice. A successor shall be appointed by the BoCC.

ARTICLE IV-OFFICERS

Section 1. Officers

Elected Officers shall consist of a Chairperson and Vice-Chairperson, both of whom shall be elected by a quorum vote of the members at the CDAB annual meeting and shall hold office for one year or until their successors are elected and qualified. The County's Community Development Specialist or other County staff member shall act as the Secretary .

Section 2. Duties

The Chairperson shall conduct the meetings in accordance with the normal duties of a Chairperson and shall exercise normal functions of a Chairperson.

The Vice-Chairperson shall conduct meetings in the absence of the Chairperson and shall exercise normal functions of the Chairperson.

The Secretary, a non-voting member, shall have general supervision over the administration of business and affairs, subject to the direction of the CDAB. The Secretary shall keep the records and shall act as secretary of the meetings and record all votes and shall keep a record of the proceedings of the CDAB in a journal of proceedings to be kept for such purpose. The minutes from the meetings shall be approved by voting members. All records will be promptly provided to County Administration and records will be subject to the Colorado Open Records Act.

ARTICLE V -MEETINGS

Section 1. CDAB Meetings

CDAB meetings shall be called as needed. Place, time and agenda shall be set by the Secretary. CDAB meetings shall be conducted on an informal basis. Business will only be conducted by a quorum. All meetings will be open to the public and will comply with Colorado Open Meetings Law. While there will typically be five (5) days notice of a meeting, Open Meetings Law only requires 24 hours notice. The chairman or two directors have the ability to call an exigent circumstances meeting with 24 hours notice.

Section 2. Agendas

Meeting agendas and meeting materials shall be provided to all members at least five (5) days prior to the meetings. Agendas may be officially amended at the beginning of each meeting by the Chairperson.

Section 3. Annual Meetings

The CDAB annual meeting for the election of the Chairperson and the Vice-Chairperson to succeed those whose terms expire and for the transaction of such other business as may properly come before the meeting, shall be held on a date fixed by the CDAB.

Section 4. Quorum

The powers of the CDAB shall be vested in the members thereof in office from time to time. A majority of the members then serving shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the CDAB upon a vote of a majority of the members present.

Section 5. Manner of Acting

Except as otherwise required by law, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the CDAB.

Section 6. Voting

Each voting member shall be entitled to one (1) vote in all CDAB decision-making actions. The voting on all questions coming before CDAB shall be by roll call and the ayes and noes shall be entered upon the minutes of such meeting by name, except the election of officers which may be by ballot.

ARTICLE VI-AMENDMENTS

Section 1. Amendments

These by-laws and any amendments thereto, must be approved by the BoCC. Any proposed amendments to these by-laws will be presented to the CDAB at least five (5) days prior to a regular meeting for consideration. CDAB can make recommendation to the BoCC about by-law amendments by a vote of the members.

Received and accepted by the Board of County Commissioners on this _____ day of February, 2009.

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY, COLORADO

By: _____
Chairman

ATTEST:

By: _____
Clerk and Recorder