

**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 9 E. Vermijo Avenue, 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 a single term that is five (5) years in length.

New appointments and re-appointments shall be made pursuant to BoCC Resolution No. 16-234, as may be amended or superseded.

#### **Section 4. Resignation of Members**

Any member may resign at any time by giving written notice to the Chairperson of CDAB, with a copy to the Executive Director of the Economic Development Department. 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.

#### **Section 5. Vacancies**

The BoCC, by and through County Administrative staff, shall re-advertise for any unfilled vacancies of the CDAB.

### **ARTICLE IV-OFFICERS**

#### **Section 1. Officers**

Elected Officers shall consist of a Chairperson and Vice-Chairperson, both of whom shall be elected by a majority 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 Analyst or other County staff member shall act as the ex-officio 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 to conduct business. 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 of present members. 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 members have the ability to call an exigent circumstances meeting with 24 hours notice. CDAB meetings may be conducted via virtual means so long as the platform utilized complies with the requirements of the Colorado Open Meetings Law.

#### **Section 2. Agendas**

Meeting agendas shall be made available and posted publicly as least twenty-four (24) hours in advance of any meeting of the CDAB in the same manner that BoCC agendas are noticed.

Staff shall make reasonable efforts to provide both meeting agendas and meeting materials to all CDAB members at least five (5) days prior to a scheduled meeting. 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, but shall generally be the first meeting on any given calendar year.

### **Section 4. Quorum**

The powers of the CDAB shall be vested in the appointed and voting members thereof. A majority of the members then appointed and 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 convene until a quorum is obtained, provided however, that no official or formal action can occur without a quorum present. When a quorum is in attendance, formal 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. Members should refrain from abstention votes and should recuse him or herself from a vote on any matter in which the member possesses an actual, or perceived conflict or interest in the matter being voted upon.

## ARTICLE VI-AMENDMENTS

### **Section 1. Amendments**

These by-laws and any amendments thereto, must be approved by the BoCC. Any purposed amendments to these by-laws will be presented to the CDAB at least five (5) 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 5<sup>th</sup> day of October, 2021.

ATTEST:

By:

Clerk and Recorder



BOARD OF COUNTY COMMISSIONERS  
EL PASO COUNTY, COLORADO

By: