

CITIZEN ADVISORY COUNCIL

TMC Chapter 2.25

BYLAWS

ARTICLE I

Authorization

- Section 1.** **Name.** The name of this organization is the Citizen Advisory Council (“CAC”). The term “CAC” in the following sections of these bylaws shall mean the Citizen Advisory Council established pursuant to Topeka Municipal Code (“TMC”) Chapter 2.25.
- Section 2.** **Membership.** Membership of the CAC shall be as established by the previously cited Chapter of the TMC, which specifies the number, method of appointment and term of office.

ARTICLE II

Purpose

- Section 1.** **Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the CAC and for procedures of operation.
- Section 2.** **CAC.** As provided in TMC Chapter 2.25, the purpose of the CAC is to provide advice and input to the Director of the City Manager of neighborhood and community needs as they relate to the allocation of city, state, federal and Topeka housing trust funds. The CAC is one of several resources through which citizen input is obtained and shall be referenced as such in the Citizen Participation Plan of the City’s Consolidated Plan. In all cases, the advice and input provided to the City Manager by the CAC are recommendations only. City staff, with the advice and input of the CAC, will prepare and present the Consolidated Plan to the Governing Body of the City of Topeka for final approval.

When the term “Consolidated Plan” is used in these bylaws it refers to the Annual Consolidated Action Plan, as well as the Five Year Consolidated Plan.

ARTICLE III

Organization

- Section 1.** **Officers.** The officers of the CAC shall include a chairperson and a vice-chairperson who shall be elected by the voting members of CAC at the first regular meeting in January of each year. Terms of office shall be one (1) year. No person may serve more than two (2) consecutive terms as the chairperson or vice-chairperson.

- Section 2.** **Chairperson.** The chairperson shall preside over all CAC meetings and may consult with the Director regarding meeting agendas. .
- Section 3.** **Vice-Chairperson.** The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term, and the CAC shall select a new vice-chairperson for the unexpired term at the next regular meeting.
- Section 4.** **Director of Community Engagement Division.** The Director of the Community Engagement Division (“Director”) shall prepare the agendas for all regular and special meetings of the CAC, in consultation with the chairperson. The Director may convene meetings as provided in TMC Chapter 2.25 and these bylaws. City Staff shall, when presenting the Consolidated Plan or other funding issues, present the recommendations of the CAC to the Governing Body of the City of Topeka, Kansas (“Governing Body”) along with the City Manager’s recommendations. In addition to other forms of citizen participation and input, the Director may conduct informal polling of members to ascertain a general consensus on issues. In the event both the chairperson and the vice-chairperson are absent, the Director shall preside over the meeting.
- Section 5.** **Community Engagement Division Staff.** Community Engagement staff will be responsible for keeping attendance records and minutes of the CAC meetings and assist the members with receiving and retaining their supporting records and copies of approved minutes during their term.
- Section 6.** **Committees.** The Director, in consultation with the chairperson, may establish committees deemed necessary or convenient to carry out the various duties and functions of the CAC and to receive general citizen input on specific issues. Such committees may be made up, in part or in whole, of the members of the CAC.
- Section 7.** **Attendance.** Any member who is absent from three consecutive meetings without good cause shall have such absences reported by the chairperson to the Director.

ARTICLE IV

Meetings

- Section 1.** **Regular Meetings.** The CAC annual meeting schedule will be determined by the Director, in consultation with CAC membership, in accordance with TMC Chapter 2.25. Generally, the regular meetings shall be scheduled on the first Wednesday of each month unless that date falls on a recognized holiday or there is some other event scheduled that would interfere with the ability of a majority of the members to attend. Should the date on which a regular meeting is scheduled need to be changed, it will be rescheduled by the Director in consultation with the chairperson. All regular meetings shall be open to the public.

Section 2. **Special Meetings.** A special meeting of the CAC may be requested by the Director or the Governing Body in accordance with TMC Chapter 2.25. Notice of special meetings shall be given by the Director not less than three (3) business days prior to the meetings. The notice shall state the purpose and time and place of the meeting. Notice may be provided by telephone, regular or electronic mail. All special meetings shall be open to the public.

Section 3. **Agenda.** Agendas for all regular meetings and special meetings will be established by the Director in consultation with the chairperson. To the extent possible, agendas and supporting documents shall be made available to members of the CAC at least five (5) business days before each regular meeting and three (3) business days before any special meeting.

Section 4. **Quorum Requirements.** A quorum of the CAC shall consist of those voting members present and a simple majority of voting members present shall decide any question at any regular or special meeting. A quorum of any committee shall consist of a majority of the committee members present at any committee meeting. No official business shall be conducted by the CAC, or any committee, in the absence of a quorum. In the absence of a quorum at any meeting, the presiding officer, after consultation with those members present, may adjourn the meeting to a specified date, time and place. A quorum is not lost when a member or members abstain from voting.

Section 5. **Motions and Voting Requirements.** All motions shall be made in accordance with ARTICLE V, Section 4 of these bylaws. CAC members may vote by voice ballot or any other method that records and identifies, publically, each member's vote on the subjects listed below:

- a) Election of the Chairperson;
- b) Election of the Vice-chairperson;
- c) Approval of previous meeting minutes;
- d) Limiting the time allowed by the Chairperson for any agenda item;
- e) Adding issues to the agenda;
- f) Recommendations related to the CAC Issues set out in ARTICLE V, Section 3 of these bylaws; and
- g) Adjournment.

All votes shall be tallied by the Director, or designee, and recorded in the minutes.

ARTICLE V

Conduct of Meetings

Section 1. **Parliamentary Authority.** Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these bylaws.

Section 2. **Appearance before the CAC.** The Director may allow any person to appear before the CAC to address issues on the agenda and to present their views and statements either for or against agenda items. The public may address their comments or concerns to the CAC either in person or in writing. The Chairperson may limit the length of presentation or discussion to ensure the orderly conduct of CAC business; provided, however, that the decision of the Chairperson may be overridden by a majority vote of CAC members present.

Section 3. **CAC Issues.** The CAC may provide advice, input and recommendations to the City Manager on any of the following issues once placed on the agenda including:

- a) Any program funded by the US Department of Housing & Urban Development (“HUD”), City of Topeka, Shawnee County or trust funds listed in the Consolidated Plan;
- b) Any process for rating applications for programs funded by HUD, City of Topeka, Shawnee County, State of Kansas or trust funds included in the Consolidated Plan;
- c) Needs of low income homeowners, renters, special needs populations or homeless persons;
- d) Any housing, neighborhood development or economic development issues requested by the Governing Body;
- e) Targeting parameters that are part of the Consolidated Plan; or
- f) Other issues in pursuit of the National Objectives of HUD.

Section 4. **Motions.** Motions before the CAC shall be made in the affirmative and shall be restated by the Chairperson prior to a vote on the motion.

Section 5. **Conflict of Interest.** It is the duty of each member to participate in discussions of any and all issues and to vote when appropriate. No member of the CAC, however, shall discuss or vote on an issue in a situation where they have a “substantial interest” as defined by K.S.A.75-4301a.

Section 6. **Record of Proceedings.** The Director shall record the minutes of each meeting as a matter of public record and shall present such minutes to the CAC for approval at the next meeting.

ARTICLE VI

Amendments

Section 1. These bylaws may be amended by the Director at any regular meeting, provided the members have been notified one (1) month in advance and the proposed amendment has been placed on the meeting agenda.

Presented to the CAC on _____ by Monique Glaude', Director of the
Community Engagement Division.

Monique Glaude'