



Community Development Commission Overview

Presentation for the Community Development Commission

September 8, 2015



Commission Overview

Advisory Board

- ▶ Provide advisory recommendations to City Council
- ▶ Assist in developing public policy
- ▶ Make Council Committee Agenda Requests





Commission Overview

Mission

The purpose of the board is to advise the council in the development and implementation of programs designed to serve the poor and the community at large with emphasis on federally funded programs. Section [2-1-127](#) of the City Code.





Commission Overview

Eligibility

- ▶ The member signs the written Acknowledgements of Requirements stating that they:
 - ▶ Have taken *Oath of Office*
 - ▶ Received a copy and agree to comply with the *City's Ethics & Personal Responsibilities Guidelines*
 - ▶ Agree to complete required training within 90 days
- ▶ To maintain eligibility, member must:
 - ▶ Comply with attendance/residency requirements
 - ▶ **Utilize city e-mail address**
 - ▶ Staff will not send correspondence to personal e-mail addresses.



Commission Overview

Membership & Attendance

- ▶ 16 members appointed by City Council
 - ▶ 8 members nominated by residents of designated geographic areas
 - ▶ 8 members nominated by the Mayor
- ▶ Cannot miss 3+ consecutive meetings or 1/3rd of total meetings within a rolling 12 month timeframe
 - ▶ Does not include emergencies, illnesses, etc.
 - ▶ Must inform staff liaison if there will be continuous absence



Commission Overview

Term Length

- ▶ **4** years beginning March 1st and ending February 28th
 - ▶ Since commissions are in transition, all board member terms begin July 1, 2015. This will be the only time terms begin July 1st. Terms end February 28th.
- ▶ Members may only serve **8** consecutive years, starting July 2015.
 - ▶ After **8** years, must wait **2** years for reappointment.
- ▶ Officers cannot serve more than **4** consecutive years. Does not include service prior to July 2015.





Commission Overview

Officers

- ▶ Current CDC Officers
 - ▶ Chair
 - ▶ Vice-Chair
- ▶ Officers elected annually by a majority vote of the commission at the first regular meeting after April 1st.
- ▶ Term of office is 1 year beginning May 1st and ending April 30th.

Committees

- ▶ **Housing Committee:** Explores policy issues related to affordable housing, community development and other issues as assigned to the committee.
 - ▶ Must consist of at least 3 board members appointed by the Chair.



Roles & Responsibilities

Board Member Should:

- ▶ Come prepared to the meetings.
- ▶ Perform independent research for the board.
- ▶ Board members should provide copies of any backup material they would like to present.
 - ▶ Copies of agendas and draft minutes are provided by staff.
- ▶ Write board Recommendations and Requests.
 - ▶ Staff can compile meeting notes, but generating Recommendations or Requests should be the duty of a board member.

Officer Duties

- ▶ The presiding officer leads board meetings, approves draft agendas, appoints members of committees and working groups with input from members.



Roles & Responsibilities

Annual Internal Review & Report

- ▶ Each calendar year, the Chair must conduct an internal review of the board and prepare a report using the template provided by the city clerk.
- ▶ The internal review report must be filed with the City Clerk and the City department assigned to support the board by July 31st of each year.
- ▶ The Boards and Commissions Coordinator will send a 60-day reminder.

This process will begin in 2016.



Roles & Responsibilities

Meetings

- ▶ CDC meetings are held on the 2nd Tuesday of every month at 6:30pm.
 - ▶ Housing Committee meets at 5pm on the same day.
- ▶ Regular Location: Street-Jones Building,
1000 East 11th Street, Room 400A
- ▶ 2015 Meeting Schedule
 - ▶ [October 13](#)
 - ▶ [November 10](#)
 - ▶ [December 8](#)
- ▶ Must have a quorum to hold meeting
 - ▶ [9](#) members constitute a quorum for CDC
- ▶ Citizens may address commissioners on agenda items via a predetermined process





Roles & Responsibilities

Meeting Laws

- ▶ Must comply with [Texas Open Meetings Act](#)
 - ▶ Meetings open to the public
 - ▶ Agendas posted at least 72 hours before meeting

<https://www.austintexas.gov/cdc>
- ▶ Meetings governed by [Robert's Rules of Order](#)
- ▶ Meeting documents are public records under [Texas Public Information Act](#)





Roles & Responsibilities

Agenda Requirements

- ▶ Agendas are compiled by staff liaison with input from board members, and department staff.
- ▶ Board members may include an item if:
 - ▶ Sponsorship is received from 2 or more members and provided 5 business days before the meeting.
 - ▶ The item is requested during a meeting under “Future Agenda Items”.
- ▶ Chair approves the final agenda.



Commission Bylaws

Universal Changes

- ▶ Included in your backup, universal changes apply to all boards and commissions. They amend the following:
 - ▶ Number of members on your board.
 - ▶ Terms of 4 years beginning March 1st of the year of appointment.
 - ▶ Adding “active military service” to excused absence language.
 - ▶ Nine members constitutes a quorum.
 - ▶ Officer elections occurring in April and the term beginning May 1st and ending April 30th.
 - ▶ Capped at four consecutive one year terms.
- ▶ A majority of the board must approve the changes.



Commission Bylaws

Approval of Universal Changes

- ▶ The Office of the City Clerk will submit the universal changes to the Council Audit & Finance Committee (CAF).
 - ▶ In the past, Council Audit & Finance had the authority to approve changes to bylaws.
 - ▶ The new Council Committee structure allows CAF to make a recommendation to Council.
 - ▶ Bylaws Amendments will now require a majority vote of the full Council.
- ▶ Once approved by the full Council, the board or commission will approve (again) the universal changes made to their bylaws.

Staff requests that the CDC approve the draft bylaws with the universal changes shown in your backup.



Questions & Answers



Neighborhood Housing and Community Development

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