

BY-LAWS  
COMMUNITY DEVELOPMENT BLOCK GRANT  
CITIZENS ADVISORY TASK FORCE

**ARTICLE I**

**Name and Area of Service**

The name of this organization shall be the Community Development Block Grant (CDBG) Citizens Advisory Task Force ("Task Force"). The area to be served shall be the City of Marathon.

**ARTICLE II**

**Statement of Purpose**

The purpose of the Task Force shall be to assist the City of Marathon by conducting needed programs using Community Development Block Grants funds. To this end the Task Force shall:

1. Assist the City of Marathon concerning current programs through; regular meetings with staff; participation in review of bids and selections of contracts; on-site visits to construction projects; monitoring of reports received from staff housing monitor.
2. Assist in the development of new programs through: meeting with citizen groups; visits to potential target areas; attendance at HUD or state Small Cities CDBG meetings for information and training.
3. Advocate for citizens by: re-establishing and monitoring a grievance procedure.

**ARTICLE III**

**Membership**

1. Composition of Task Force. The membership shall consist of five (5) members as specified by City Council Resolution No.\_\_\_\_\_. The members shall be residents of the City, and no less than three (3) members shall be from very low or low income and/or minorities.
2. Appointments and terms. The membership shall be appointed for a maximum four (4) year term. Candidates for membership on the Task Force shall be proposed by Task Force, staff and other interested persons and submitted to the City of Marathon for approval.

3. Absences. If a member is absent of three (3) consecutive meetings without just cause, it shall be recommended that this member be replaced. Members must provide notification that they will be absent at least twenty-four (24) 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. The rule on attendance or absence shall not apply to special meetings.
4. Vacancies. Any vacancy, which occurs on the Task Force for any reason, shall be filled in the same manner and by the same body, which originally appointed a representative to the seat.

## ARTICLE IV

### Officers

Officers shall consist of 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 position becomes vacant, the Vice-Chairperson shall automatically become the Chairperson for the remainder of the unexpired term of the office. Should other officer's positions become vacant, they shall be appointed by the City Council.

### 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 other duties as may be assigned by the Task Force.
3. Secretary. The Secretary shall perform or cause to be performed, the following activities:
  - a. Record the minutes of Task Force.
  - b. See that the notice is duly provided in accordance with the provisions of these by-laws and as required by law.
  - c. Maintain the records of the Task Force.
  - d. Keep a register of the mailing address and/or post office address of each member of the Task Force.

The Secretary shall perform 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 (annual basis), at a time and place to be designated by the Task Force at a prior meeting.
2. **Special Meetings.** The Chairperson or the local governing body shall call special meetings as necessary.
3. **Quorum.** A quorum shall consist of 3/5ths of the membership.
4. **Notice of Meetings.** Notice of regular meetings shall be sent to each member not less than five working 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 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 constitutes a conflict of interest pursuant to Florida Statutes, Code of Ethics, 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 by-laws.

## **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).