

City of Aurora

Citizens Advisory Committee on Housing and Community Development

Adopted: November 4, 1974

Amended: January 9, 2024

ARTICLE I Organizational Name

Housing and Community Development

ARTICLE II Purpose

To assist Aurora City Council in the development, implementation and evaluation of the City of Aurora Housing Strategy, and U.S. Department of Housing and Urban Development (HUD) programs, including, but not limited to the development and approval of Community Development goals and objectives identified in the Housing Strategy adopted December 2020; maintain consistency in achieving the Aurora City Council goals, and review applicable consolidated, annual, and/or other plans for submission to HUD; review and formulate recommendations for Council's approval for annual and one-time program/project grant allocations.

ARTICLE III Function and Duties

To assist City Council in the development, implementation and evaluation of the City's Community Development Block Grant (CDBG) Programs, including, but not limited to the HOME Investment Partnership Act (HOME) Programs and Emergency Solutions Grants Program (ESG); review and formulate recommendations for Council's approval for annual and one-time program/project grant allocations; develop and approve Community Development goals and objectives; maintain consistency in achieving the Aurora City Council Goals, and review applicable consolidated, annual, and/or other plans for submission to the U.S. Department of Housing and Urban Development (HUD).

ARTICLE IV Meetings

Regular meetings of the Committee shall normally be held the second Tuesday of each month at 6:00 P.M., at a specified city facility or held virtually, unless otherwise announced. Any changes in the meeting schedule or location will be made only with

adequate public notice. The agenda for such meetings shall be prepared by the Housing and Community Development Staff of the Housing and Community Services Department in consultation with the Chairperson. All Committee members shall be notified a minimum of three days prior to relevant dates of regular meeting and study sessions provided relevant materials by the Housing and Community Development Staff.

ARTICLE V **Membership**

Committee members must be residents and registered electors of Aurora. Members shall hold no paid office or position in the city administration. If any member ceases to be a resident of the City of Aurora, his or her membership on the Committee will immediately terminate.

Section A. **Composition and Terms**

The Citizens Advisory Committee on Housing and Community Development will consist of 15 members to be appointed by the City Council. Committee members shall constitute a broad cross section of residents of the City of Aurora relative to income, geographic location of residence, age, sex, and ethnic background. Committee members shall be appointed by the City Council for a period of four (4) years and a maximum of two (2) terms. Term dates begin September 1st and end August 31st.

Section B. **Attendance**

Committee members shall notify the Chairperson of the Committee or the Housing and Community Development Liaison of their inability to attend a regular meeting or study session as soon as possible. The Housing and Community Development Liaison will contact the absent member on the Wednesday following a regular meeting or on the Tuesday following a study session to advise them of the attendance policy and provide an update of excused or unexcused absences.

Any member absent from four (4) regularly scheduled meetings or Public Hearings within a calendar year will be contacted by the Chairperson concerning the absences. Within 10 days after the notification, the member will be required to submit a written explanation of his/her absence.

If such an explanation is accepted by the Committee, no action will be taken.

If a member anticipates that he/she will be absent for an extended period and wishes to remain a member, they must submit a written request to the Committee stating the reason for the duration of their absence. The Committee may, by a 2/3 majority, grant a leave of absence.

Section C. Removal of Members and Vacancies

Any member absent from four (4) regularly scheduled meetings or Public Hearings within a calendar year will be contacted by the Chairperson concerning the absences. Within 10 days after the notification, the member will be required to submit a written explanation of his/her absence. If such an explanation is not accepted, the Chairperson will recommend to the City Council dismissal of the member.

Members may reapply for appointment to the CHD committee as long as they wait one full-term before reapplying. A person selected to fill an unexpired term of more than one-half the length of time of a full-term of office shall be considered to have completed one term of office. A person selected to fill an unexpired term of less than one-half the length of time of a full term of office shall not be considered to have completed one term of office. A former member who has been term-limited may apply to fill an unexpired term on the same board, prior to waiting one full-term before reapplying and if they are determined to be the most qualified candidate, they may serve the remainder of the unexpired term. Such a person shall wait one full term following the end of the unexpired term to reapply. A former member may only fill an unexpired term one time on the same board.

ARTICLE VI Conduct of Business

Section A. Quorum and Voting

When the Committee is at full membership, a quorum shall consist of eight (8) members. If a vacancy or vacancies exist on the Committee, a quorum will consist of a majority of the then current membership.

No business decision making may be conducted by the Committee unless a quorum of its members is in attendance.

All formal actions of the Committee shall require the approval by majority vote of all members present and voting thereon.

Section B. Rules of Order and Procedure

The business of all regular meetings of the Board shall be transacted in the following order unless the Board, by vote of a quorum shall suspend the rules and change the order:

1. Call to order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Public Comment
6. Communication from Staff
7. Communication from Committee
8. Adjournment

ARTICLE VII Organization and Officers

Section A. Executive Subcommittee

A chairperson, 1st Vice-Chairperson and the 2nd Vice-Chairperson shall be elected from active Committee members in January or during the next regularly scheduled meeting where a quorum exists, of each year by majority vote of the Committee. The officers shall serve for a term of one (1) year or until their successors are duly elected and qualified. It shall be the duty of the Chairperson to preside over all meetings of the Committee. The 1st or 2nd Vice-Chairperson shall preside over all meetings of the Committee in the absence of the Chairperson.

Section B. Finance Subcommittee

Will be composed of at least five regular committee members. A quorum will consist of three members. The subcommittee will consider/approve applications for various programs, and/or consider/approve write-off actions for uncollectible loans.

ARTICLE VIII Revision of Bylaws

Recommended revision to the Bylaws shall require a written petition signed by twenty-five percent (25%) of the CHD members and must be presented to the complete Board as a scheduled and approved agenda item. In the event that no petition is submitted, the CHD or such other committee appointed by the CHD shall review the Bylaws at least every two years. The Bylaws shall be in full force and effect from and after their approval by the CHD at a regularly scheduled meeting of the CHD.

ARTICLE IX Standards and Code of Ethics

Unless otherwise provided by this Charter (Article IX, Section 9, Chapter 1), all boards and commissions shall be appointed by the council, shall be advisory in character, shall serve without compensation but shall be paid their necessary expenses actually incurred in the discharge of their official duties, and shall have such powers and perform such duties as are provided by this Charter or by ordinance. Initial appointments by the council shall specify the term of office of each individual in order to achieve overlapping tenure and thereafter all appointments shall be for the full term specified. All members shall be subject to removal by the council at its pleasure and at any time without cause. The council shall make appointments to fill vacancies. Each board and commission shall choose its own chairperson and vice-chairperson from its citizens-at-large members and shall adopt its own rules of procedure for the proper conduct of its business. (Ord. No. 87-202, § 33, 11-3-1987)

Approved as Amended:



Jason M. Schneider (Jan 11, 2024 10:14 MST)

Jan 11, 2024

Chairperson, City of Aurora
Citizens Advisory Committee on Housing and Community Development

Date

Approved as to form:



01-09-2024

Administrative Specialist, City of Aurora
Housing and Community Development Division

Date

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Final Audit Report

2024-01-11

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