



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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**TO:** The Urbana Community Development Commission  
**FROM:** Alyssa Jaje, Community Development Specialist  
**DATE:** February 20, 2020  
**SUBJECT:** Bylaws of Community Development Commission

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Per the bylaws of the Urbana Community Development Commission, the Commission shall review the bylaws at least once annually (see attached). The Community Development Commission should review the bylaws; if no changes are proposed, no action is necessary; if changes are proposed, they should be put to a vote. Staff proposes language to allow electronic meeting attendance.

Attachments: Community Development Commission Official Bylaws and Electronic Attendance

## **Potential Remote Attendance Language for Community Development Commission Bylaws**

*The following could be added to the Community Development Commission's bylaws if the Commission would like to add the option to attend meetings remotely in certain circumstances.*

### Suggested Language:

Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or the business of the public body; or
- (3) a family or other emergency.

If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary before the meeting, unless advance notice is impractical.

A member attending a meeting by video or telephone where a quorum of the members of the public body is physically present, may cast votes.

**CITY OF URBANA**  
**COMMUNITY DEVELOPMENT COMMISSION BYLAWS**  
**Amended February 26, 2019**

**Preamble**

The purpose of the Community Development Commission is to advise the Mayor and City Council regarding the federally funded portion of the City's community development services as well as other funding opportunities. The commission will set goals for projects and programs funded through HOME and CDBG funds; make recommendations on resource allocations; monitor, evaluate, and recommend community development activities; as well as seek out and collect community input. The Community Development Commission was created by Urbana City Council Resolution No. 7475-R23 and passed on October 7, 1974. Commission membership was reduced from eleven to nine persons by Urbana City Council Resolution No. 8182-R35, passed on March 1, 1982.

**Article I – Members**

Section 1. The Community Development Commission shall consist of nine (9) members appointed by the Mayor with consent of the City Council.

Section 2. Each member shall be appointed to the Commission for a term of three (3) years in accordance with Section 2-77 of the City Code of Ordinances. Appointment to subsequent terms shall be permissible.

Section 3. The Community Development Commission shall include residents of the Community Development Target Area (the area of the city designated by City Council to receive Federal Community Development Block Grant funds), residents with professional backgrounds related to community development, and residents interested in the community development programs. There shall be no requirement that the Commission be balanced with an equal number of residents from the Target Area, residents from professional backgrounds, and residents generally interested in community development.

Section 4. Members appointed to fill vacancies shall be recommended by the Mayor and approved by the City Council in accordance with Section 2-77 of the City Code of Ordinances.

Section 5. In the event that a member misses three consecutive regular meetings (exclusive of special meetings) without notifying the Secretary or the Chair at least 24 hours in advance, the Chair may request staff to prepare a letter notifying the Mayor of the individual member's absence and the Mayor may then declare a vacancy and make a new appointment to the position held by that member.

**Article II - Officers**

Section 1. One (1) member of the Commission shall be appointed to the position of Chair. The Chair shall be appointed by the Mayor and approved by the City Council in accordance with Section 2-77 of the City Code of Ordinances. In the temporary absence of the Chair, an acting Chair shall, based upon interest and length of tenure on the Commission, be recommended and selected by the Community

Development Commission by majority vote. The Commission may also choose to appoint a permanent Vice-Chair by majority vote to assume the duties of the Chair in his or her absence.

Section 2. The Chair shall generally serve for a term of three (3) years. The Chair may be appointed for subsequent three (3) year terms.

### **Article III – Meetings**

Section 1. The Community Development Commission will hold regularly scheduled meetings once a month. The meetings will be held on the fourth Tuesday of each month at 6 p.m. in the Urbana City Council Chambers unless otherwise announced.

Section 2. Regularly scheduled Community Development Commission meetings shall be open to the public in accordance with the Illinois Revised Statutes, Open Meetings Act. Closed sessions are only permitted in accordance with the Open Meetings Act.

Section 3. A majority of duly appointed Community Development Commission members then holding office shall constitute a quorum.

Section 4. Any action taken by the Community Development Commission requires an affirmative vote of the simple majority of a quorum of Community Development Commission members after a motion has been made by one member and seconded by another member. The Chair is a voting member of the Commission.

Section 5. Staff assistance for the Commission shall be provided by the Manager of the Grants Management Division and other Grants Management Division staff as appropriate. The Manager or his or her assignee shall record minutes of each meeting.

Section 6. The Commission may hold meetings in the form of study sessions in addition to its regular monthly meetings.

Section 7. A special meeting may be called by the Manager of the Grants Management Division or by the Chair of the Community Development Commission. At least forty-eight (48) hours notice must be given before a special meeting may take place. A quorum is required before business can be discussed.

Section 8. The agenda for each meeting and the order of business shall be as follows unless a majority of the Board members present agree to alter the order of business. Additions to the agenda shall not be made unless properly noticed per the Open Meetings Act:

- A. Call to Order, Roll Call, and Declaration of Quorum
- B. Approval of Minutes of Previous Meeting
- C. Petitions and Communications
- D. Audience Participation
- E. Staff Report

- F. Old Business
- G. New Business
- H. Study Session
- I. Adjournment

Members of the public shall have up to five (5) minutes each for input during audience participation; it shall be the prerogative of the Chairperson to extend the five (5) minute time limit. If more than ten (10) individuals seek to provide public input during audience participation, then the Chairperson shall have the authority to reduce the five (5) minute time limit to three (3) minutes. All public input shall be limited to topics germane to those described on the agenda for that particular meeting. No member of the Commission is obligated to respond to anything contained in a person's public input.

Section 9. Parliamentary procedures in Commission meetings shall be governed by *Roberts Rules of Order*.

Section 10. The Commission may hold public hearings from time to time on topics such as the Annual Action Plan. Unless otherwise determined by the Chair, the procedure at a hearing shall be as follows:

- A. The Chair opens the public hearing.
- B. Staff presents summary of the case.
- C. Petitioner outlines request and presents evidence.
- D. Other Proponents present evidence.
- E. Opponents present evidence and may ask questions of Petitioner.
- F. Others may be heard.
- G. Staff may make additional comments or clarification.
- H. Petitioner may offer rebuttal.
- I. Petitioner may present a summary of his/her petition.
- J. Commission discusses the case.
- K. Commission may vote on the case.

Questions from the Commission may be directed at any time to the applicant, staff or public to clarify evidence presented in the hearing. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent or repetitious testimony or other evidence.

Section 11. Continuance of Commission items may be granted to a specific time and date, at the discretion of the Commission, for good cause shown, at the request of staff or any interested party who has entered his/her appearance.

## **Article IV – Conflicts of Interest**

Section 1. Any member of the Commission who has a conflict of interest in a matter before the Commission shall not participate in the discussion or vote thereon. Conflicts of interest may arise from various scenarios including, but not limited to, financial, ownership or property interests, conflicts with employment or appointments, or conflicts with a publicly stated opinion on a pending application.

Section 2: If it is determined that a member of the Commission has a conflict of interest, he or she must state so and remove himself or herself from the discussion and from the table while the matter is resolved. Such action shall not affect the quorum established to conduct the meeting. The Commission member's recusal will be considered an abstention and shall not be counted as either an aye or a nay vote. Further, the abstaining member shall not be counted in determining the total number of votes required for approval of a matter before the Commission, any statute, ordinance or rule of parliamentary procedure to the contrary notwithstanding.

Section 3: A Commission member who has publicly stated a position in the press, in a public forum or on a public petition in regards to a case prior to that case being voted on by the Commission shall be deemed a conflict of interest. In this event, the Commission member shall indicate a conflict of interest as described herein and shall recuse themselves from participating in that case.

Section 4: The Chair, after consulting with the City Planner or his/her designee and the City Attorney, shall determine if a By-Law has been violated for the purposes of determining a conflict of interest. The determination of the Chair is subject to being over-ruled by the Commission.

## **Article V – Amendments**

These bylaws may be amended by a motion of the Community Development Commission, and a two-thirds vote of a quorum of Community Development Commission members.

Adopted by the Urbana Community Development Commission April 23, 1991.

Amended by the Urbana Community Development Commission May 28, 1991.

Amended by the Urbana Community Development Commission June 20, 1995.

Amended by the Urbana Community Development Commission November 22, 2005.

Final Printed with correction of minor grammatical and formatting errors, December 21, 2005.

Amended by the Urbana Community Development Commission January 27, 2015

Final Printed with correction of minor grammatical and formatting errors, March 9, 2015

Amended by the Urbana Community Development Commission February 26, 2019