

Responsible Organizations

The City Code charges the City Council with designating an organization that will actively represent the residents of each respective geographic area to effectively facilitate the democratic selection process required to fulfill City, State, and Federal requirements.

Responsible organizations shall:

- Have approved by-laws and other relevant organizational documents. The by-laws must indicate the organization's responsibility of conducting an election for a CDC nomination;
- Have representation of residents of the designated geographic area as members of the organization's Board, as appropriate
- Adhere to term limits and attendance policies;
- Hold public meetings at a public facility located in the designated area together with the elected Community Development Commissioner for the geographic area which they represent on a regular basis, so they are current with neighborhood issues
- Notify community residents within the designated geographic area of any public meeting(s) using available resources such as public postings, flyers, email listservs, community websites/newsletters and phone calls.
- Meet regularly so they are current with neighborhood issues;
- Keep records of meeting minutes;
- Comply with Open Meeting regulations as far as posting their meeting notices 72 hours in advance in City buildings;
- Follow the election process created by HHSD staff when conducting the nomination/selection meeting, including notifying the Office of the City Clerk with the name of the person receiving the plurality of the votes.
- Announce through newsletters, fliers, and other appropriate media that anyone residing in the designated geographic area interested in serving as a representative of the community on the CDC and meet all requirements may be nominated and selected at the nomination and selection meeting. The announcement must also include the date, time and location of the nomination and selection meeting.
- Facilitate the democratic selection of a community representative to the CDC at the nomination/selection meeting.
- Ensure that people voting on the selection of a CDC member reside in the respective designated geographic area.