

**BYLAWS OF THE  
COMMUNITY DEVELOPMENT COMMISSION**

**Working Group Modifications**

**Change 1:**

**ARTICLE 2. PURPOSE AND DUTIES.**

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 an emphasis on federally funded programs. **In addition, the Community Development Commission serves as the tripartite board required by Section 676B of the Community Services Block Grant Act (42 U.S.C. §9910) and further amplified in the Texas Administrative Code (Title 10, Part 1, Chapter 5, Subchapter B).**

**Change 2:**

**ARTICLE 3. MEMBERSHIP.**

(A) The board is composed of **fifteen** members appointed by the city council **to meet the tripartite board requirement specified in §676B(a)(2) of the Community Services Block Grant** as follows:

1. Eight members shall be **democratically selected** by organizations representing residents from each of the geographic areas of Austin having either a Health and Human Services Department neighborhood center or a Parks and Recreation Department recreation center to represent **the poor - the low-income populations** served under the Community Services Block Grant in each area;
2. **Seven** members shall be appointed by the City Council. **Of the seven commission members nominated by the City Council, five shall be elected public officials or their representatives and two must be members chosen to represent major groups and interests in the community served including, but not limited to, business, industry labor, religious, law enforcement or education stakeholders.**

(B) **The seven members chosen by the city council shall serve at the pleasure of the city council. The eight members democratically selected by individual neighborhoods shall serve at the pleasure of the organizations that appointed them.**

(C) **A list of the organizations authorized to democratically select members of the commission shall be kept current, including organization members and their most recent contact information. Commissioners shall be furnished a current organization and membership list upon request and also upon the completion of every triennial CSBG needs assessment.**

(G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council **or responsible organization** can appoint a replacement.

(H) **Members of the Community Development Commission shall be trained in their responsibilities. The staff liaison shall arrange for annual training of commission members to be conducted by state and/or federal authorities and/or their sub-agents. The training shall be in compliance with guidance issued in Information Memorandum #82 by the CSBG division of the federal Department of Health and Human Services and shall also include comprehensive training about the Community Development Block Grant (CDBG) program.**

**Change 3:**

**ARTICLE 7. MEETINGS**

(K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item. **Each meeting shall be audio or video recorded, with the recording made available on the City of Austin's website within seven days of the meeting. The documents are public records under Texas Local Government Code 552 (Texas Public Information Act).**