

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION APPROVING THE ADAMS COUNTY COMMUNITY SERVICES
ADVISORY COUNCIL BY-LAWS REVISIONS

Resolution 2014-114

WHEREAS, the Federal government has established the Community Services Block Grant Program to provide a range of services and activities designed to have an impact on the causes of poverty in local communities; and

WHEREAS, the U.S. Department of Health and Human Services allocates Community Services Block Grant funds to the State of Colorado, Department of Local Affairs through an annual formula allocation; and

WHEREAS, Adams County has received Community Service Block Grant funds since 1974; and

WHEREAS, federal and state mandates require a tripartite board consisting of the following distribution: one third representing low-income population, one-third elected officials, and one-third private/other populations; and,

WHEREAS, Adams County Community & Neighborhood Resources staff has provided direction for the management of federal, state and local grants and advisory board activities to the Board of County Commissioners; and

WHEREAS, the Administrator of Community & Neighborhood Resources will be designated as Authorized Representative and Certifying Officer to execute all non-contractual documents necessary to carry out the grant application; and,

WHEREAS, much of this information is regular and routine, and the Board of Commissioners wishes to designate authorized representatives as signatories for any non-contractual responsibilities as required by the various funding sources.

NOW, THEREFORE, be it resolved by the Board of Commissioners, County of Adams, State of Colorado, that the Community Services Advisory Council continue to be constituted to review and make funding recommendations to the Board of County Commissioners through the Community & Neighborhood Resources Division.

BE IT FURTHER RESOLVED that the Community Services Advisory Council (CSAC) revisions to the By-laws, be approved.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Henry _____ Aye
Tedesco _____ Aye
Hansen _____ Aye

Commissioners

STATE OF COLORADO)
County of Adams)

I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 10th day of March, A.D. 2014.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Karen Long:



By:



Deputy

**ADAMS COUNTY
COMMUNITY & NEIGHBORHOOD RESOURCES ADVISORY COUNCIL
BYLAWS**

1.00 ARTICLE I – NAME AND PURPOSE

1.01 Name of the Advisory Board

The name of the board shall be the Adams County Community & Neighborhood Resources Advisory Council (CNRAC).

1.02 Purpose of the Advisory Council

The primary purpose of the CNRAC is to advise the Adams County Board of County Commissioners (BOCC) concerning the administration of the federal, state and local grant programs within Adams County Community & Neighborhood Resources (ACCNR), a division of the Adams County Neighborhood Services Department. The grant programs include, although are not limited to: Community Services Block Grant (CSBG), Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and the Emergency Solutions Grant (ESG)

In addition, the CNRAC may:

- (a) Encourage citizen participation in all phases of the grants process;
- (b) Assist in obtaining and communicating information and feedback from targeted populations concerning the effectiveness of services and programs provided by ACCNR;
- (c) Assist in identifying needs of very low, low, and moderate-income residents of Adams County for inclusion in ACCNR program activities;
- (d) Review applications and make funding recommendations for the ACCNR grant programs to the Adams County Board of County Commissioners;
- (e) Assist in identifying additional funding resources for use by ACCNR and/or its implementing partners

1.03 Purpose of the Bylaws

The purpose of these Bylaws shall be to establish the organizational rules and responsibilities of the Adams County Community & Neighborhood Resources Advisory Council (CNRAC) and its relationship with the Neighborhood Services Department, the Community & Neighborhood Resources Division, and the Adams County Board of County Commissioners.

2.00 ARTICLE II – APPOINTMENTS, ELECTIONS, AND TERM OF OFFICE

2.01 Tripartite Composition

The CNRAC shall consist of a tripartite structure pursuant to the Community Services Block Grant Act, § 676B(b), 42 U.S.C. § 9910. All members of the CSAC shall reside in Adams County or work for an agency that provides services in Adams County. In addition, CNRAC members will be appointed by the BOCC in accordance with democratic selection procedures to assure:

- (a) One-third (1/3) shall be comprised of elected public officials or their representatives
- (b) Not fewer than one-third (1/3) shall be representatives of low-income individuals and families in the neighborhoods/communities served;
- (c) The remainder shall be private sector representatives from business, industry, labor, and other groups of interests in the community.

2.02 Appointments

The BOCC shall appoint the members of the CNRAC. Such appointments may be based on recommendations made by the ACCNR Administrator, Neighborhood Services Department Director, and/or any other sources the BOCC deems appropriate.

2.03 Number of Advisory Board Members

The BOCC has determined that the number of members shall be comprised of at least five (5) members and not more than nine (9) members.

2.04 Nominating Committee for Officers

A Nominating Committee composed of members of the CNRAC shall be appointed by the Chairperson in October to prepare a slate of officers for presentation at the annual meeting of the CNRAC. Nominations from the floor will be accepted.

2.05 Election of Officers

The CSAC shall elect officers on an annual basis during the annual meeting in March.

2.06 Term of Office

The term of office for CNRAC members shall be three (3) years. At the end of the first term of appointment, members may be reappointed to serve for one (1) additional three (3)-year term at the sole discretion of the BOCC.

2.07 Sub Committees

Should the CNRAC determine the need for special sub-committees, the Chairperson shall appoint all sub-committees and designate the chairperson thereof.

2.08 Compensation

CNRAC members shall serve without compensation, but shall be reimbursed for any necessary, actual, and documented expenses incurred in the performance of their duties. Reimbursements to members for such expenses shall be made in accordance with any applicable federal, state and/or county laws, regulations, rules and/or procedures and shall be overseen by the Administrator of Community & Neighborhood Resources All reimbursable expenses shall be invoiced to the County no later than ninety (90) days after being incurred.

2.09 Removal from the Advisory Council

CNRAC members may be removed by the BOCC at any time for good cause, which shall include but not be limited to neglect of duty or misconduct in office. CNRAC members may also be removed by the BOCC at any time if the BOCC determines that such action is in the best interest of the County.

3.00 ARTICLE III –ADVISORY COUNCIL OFFICERS AND MEMBERS - DUTIES AND RESPONSIBILITIES

3.01 Officers

Chairperson: It shall be the responsibility of the Chairperson to preside over all meetings, to appoint all standing and temporary committees, to coordinate with Community & Neighborhood Resources staff on agendas for all regular and study meetings of the CNRAC.

Vice-Chairperson: In the case of absence or disability of the Chairperson, the Vice-Chairperson shall perform the functions of the office of the Chairperson.

3.02 Voting

Each member of the CNRAC has one vote on all matters pertaining to the Council's business, unless the member has a conflict of interest regarding the matter. No proxy votes shall be allowed. Motions shall be determined by majority vote of all members present except as described in 3.02.01.

3.02.1 All motions which propose that the CNRAC recommend any amendments to the Bylaws to the BOCC shall require approval of seventy-five percent (75%) of the currently appointed members of the CNRAC. Subsequent to any such motion passed, enactment of change is the authority of the BOCC.

3.03 Quorum

A quorum of the Advisory Board shall be fifty-one percent (51%) of the members eligible to vote. No official business of the Advisory Board can be conducted without a quorum being called.

3.04 Manner of Voting

Voting may be by roll call, voice vote, written ballot, e-mail, telephone call, or other manner as deemed appropriate by the CNRAC. Under no circumstances shall any business of the CNRAC be conducted by secret ballot.

4.00 ARTICLE IV – MEETINGS

4.01 Annual Meeting

The CNRAC shall meet annually in March, at which time officers shall be elected.

4.02 Regular and Study Meetings

In addition to the annual March election meeting, the CNRAC shall meet on a regular basis at a time and location established by the CNRAC, unless canceled by the Council at the previous meeting or by the Chairperson by verbal or written notice to the members at least one (1) day prior to the scheduled meeting.

4.03 Special Meetings

Special meetings may be called by the Chairperson, by a majority of the membership of the CNRAC, or by the Board of County Commissioners. Notice of such meeting shall be made at least three (3) days prior to the meeting or in the case of an emergency by telephone at least twenty-four (24) hours prior to the meeting.

4.04 Executive Session

The Advisory Council may, by majority vote of the members present, go into executive session to consider and discuss any matters as may be provided by law. No formal action on any matter may be taken while in executive session.

4.05 Notices

Meeting notices, including agendas of regular and special meetings, shall be sent to all current CNRAC members at least three (3) days prior to the scheduled meeting date. Meeting notices shall also be posted on the Adams County website. Meetings that require additional notice as prescribed by Federal or State law or regulation will be announced as required.

5.00 ARTICLE V. OPEN MEETINGS LAW AND OPEN RECORDS ACT

All business conducted and official actions taken by the CNRAC shall be in accordance with the Colorado Open Meetings Law, § 24-6-401, *et seq.*, C.R.S., as amended, the Colorado Open Records Act, § 24-72-201, *et seq.*, C.R.S., as amended, and any other applicable federal or state laws, rules, or regulations.

All Advisory Council meetings shall be open to the public, except as otherwise provided by law.

6.00 ARTICLE VI - PARLIAMENTARY AUTHORITY

6.01 Primary Authority

The primary authority of procedure and parliamentary law shall be the by-laws.

6.02 Secondary Authority

The secondary authority of procedure and parliamentary law shall be the informal rules of procedure decided on from time to time by the Advisory Council.

7.00 ARTICLE VII. CONFLICTS OF INTEREST

No member of the CNRAC, during their term of office, shall have or acquire any direct or indirect financial interest in any contract, proposed contract, property, loan, or grant for services or materials furnished or used in connection with any project funded through the grants and programs of ACCNR. No member of the CNRAC shall, during their term of office, violate any conflict of interest provision(s) under any applicable federal or state laws, rules, or regulations. If a member of the CNRAC violates this provision, as determined at the sole discretion of the BOCC, that member shall either immediately resign or be removed from the CNRAC.

8.00 ARTICLE VIII. AMENDMENTS TO THE BYLAWS

These bylaws may only be amended by the BOCC.

APPROVED AND ADOPTED THIS 31 DAY OF March, 20 14.

ADAMS COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS



Chairman

3-31-14

Date

ATTEST:

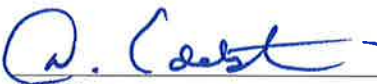
CLERK AND RECORDER



Deputy Clerk



APPROVED AS TO FORM:



Adams County Attorney's Office

3-31-14

Date

3-31-14

Date