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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Council approve the attached revisions to Sections I, D, E, and F of the Community Development Citizen Participation Plan, concerning Membership Termination, Responsibilities and Functioning of the Community Development Steering Committee.

ADOPTED this 15<sup>th</sup> day of September, 1998.

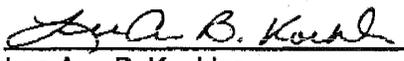
CITY OF EL PASO

  
Mayor

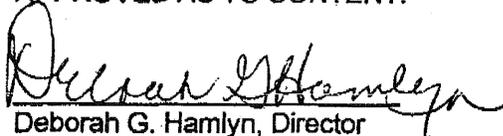
ATTEST:

  
City Clerk

APPROVED AS TO FORM:

  
Lee Ann B. Koehler  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Deborah G. Hamlyn, Director  
Community and Human Development

**PROPOSED REVISIONS - AUGUST 3, 1998**  
**CODE -     *Highlighted items to be deleted***  
          Red items to be added

I.                                   Steering Committee for Citizen Participation

- A.     Membership:     A Steering Committee for Citizen participation, henceforth referred to as the Steering Committee, shall consist of nine members as follows:
1.     Nine persons of low or moderate income, or residents of Community Development eligible areas, or members of a population group that is defined as presumed benefit in 24 CFR 570.208 (a) (2) (I) (A) of the Community Development regulations.
  2.     The Mayor and each City Representative will appoint one individual to the Steering Committee. Each individual appointee will be confirmed by City Council
- B.     Term of Office: Each confirmed Steering Committee member will serve a term of office for two years. One-half of the members terms shall expire each year on the second Tuesday of June.
- C.     Incumbent Replacement: Incumbents remain in their current positions unless they are replaced by new appointees approved by the City Council. Upon a new appointment replacing any unexpired term, any other remaining unexpired term in that representative's district shall be eliminated so that the Mayor and each representative has only one appointment.
- D.     Membership Termination: Any member of the Steering Committee who fails to attend three consecutive regular or called meetings of the Committee, or fails to attend at least eighty percent of all such regular or called meetings during any six-month period, will automatically lose membership on the Committee, unless such failure to attend is the result of personal hardship and is so determined by a majority vote of the Committee. Any vacancy on the Steering Committee shall be filled by the City Council for the remainder of the unexpired term in accordance with the provisions of Section I.A.2. Any Steering Committee member may be removed from the Steering Committee by City Council, in accordance with provisions of the City Charter.
- E.     Responsibilities: The Steering Committee shall serve in an advisory capacity to the City Council to identify Community Development and Housing needs and formulate recommendations for the Community Development Program. Responsibilities of the Steering Committee shall include:
1.     Review and comment on the development of a Citizen Participation Plan;
  2.     Review statements-of-views and proposals submitted by citizens, neighborhood groups, City Departments, etc., and at public hearings;
  3.     Review Community Development plans and projects prepared by City Departments and neighborhood organizations;
  4.     Advise the City Council on policy decisions regarding program implementation;

5. Review and comment on proposed amendments to the Community Development Program;
6. Assess the degree to which completed Community Development projects achieve their objectives; and
7. review and comment on proposed uses of Urban Development Action Grant (UDAG) Repayments.

- F. Functioning: The Steering Committee annually shall choose a Chair and a Vice-Chair from among its membership at the first meeting in October. A Nominating Committee of three (3) members shall be appointed by the Chair to assist in the selection of a new Chair and Vice-Chair. The term of both Chair and Vice-Chair shall be for one year and be limited to no more than two (2) consecutive terms. The term of the Chair and Vice-Chair shall begin at the first meeting of October of each year. The Vice-Chair shall act as the Chair during the absence of the Chair from a Committee meeting. The Chair shall conduct Steering Committee meetings in a fair and orderly manner, and shall encourage all members to participate in Committee discussions.

The Committee may choose to adopt a parliamentary guide such as Robert's Rules of Order and will elect a Parliamentarian whose term of office shall coincide with and be subject to the same limitations as the Chair and Vice-Chair set forth in the preceding paragraph. The Steering Committee shall hold two meetings monthly in the 9<sup>th</sup> Floor Community Development Conference Room of City Hall on regular dates as determined by the Committee. The Committee may reduce or increase this schedule in periods of low or high activity. The Steering Committee shall be mailed a notice of each meeting. A public notice informing citizens where and when Steering Committee meetings shall be held will also be posted 72 hours before each meeting (two hours in advance for emergency agenda items) on the Bulletin Board at City Hall in accordance with the Texas Open Meetings Act. This will provide citizens with an opportunity to be involved in the planning, implementation and assessment stages of the program. All meetings shall be conducted in an open manner with freedom of access for all interested citizens. All meetings will be held at locations which are accessible to handicapped persons.

A quorum must be present before the Steering Committee may vote on any matter. A quorum shall be a majority of the total membership. Vacancies, such as terminations and resignations, which reduce the total membership of the Committee, shall proportionately reduce the number of members needed for a quorum. All recommendations shall be determined by a vote among Steering Committee members. The Chair shall not vote except to break a tie.

- G. Conflicts of Interest: No application for funding with Community Development dollars will be accepted for consideration by the Steering Committee from an agency which has an employee, officer, agent or anyone who represents the agency in any capacity, sitting as a member of the Steering Committee.