

**Economic and Community Development Agency
Community Advisory Board By-Laws**



Drafted:
September 3, 2024

SECTION I: NAME

The name of this committee shall be the Community Advisory Board (CAB).

SECTION II: PURPOSE

The Committee shall serve the City of Kankakee, in its role as the Community Advisory Board for the Economic and Community Development Agency, in an advisory capacity pursuant to HUD Regulations 24 CFR § 91.105, which requires the provision of citizen participation in development plans.

A. The functions and responsibilities of the Committee shall include, but not be limited to, the following major areas:

1. Information

- Relate overall community needs and values, relative to planning goals and to future land use, housing needs, and transportation needs.
- Establish comprehension and promote credibility for the ECDA planning process.
- Provide Community Committee knowledge of the planning process into local community group discussions and meetings.
- Promote better public dissemination of general information through mass circulation methods.

2. Issue Clarification and Problem Solving

- Evaluating and proposing solutions and alternatives on major ECDA proposals.
- Determining general community attitudes and response to ECDA planning and programming issues.
- Articulating and interpreting the goals of ECDA programs through program evaluation and information dissemination.
- Identification of existing problem areas of general community concern.

SECTION III: MEMBERSHIP, COMPOSITION, APPOINTMENT, QUALIFICATIONS, AND TERMS

- A. The Community Advisory Board shall be composed of one representative from each municipal ward (7) persons from designated areas in the City as follows:

1 st Ward	1
2 nd Ward	1
3 rd Ward	1
4 th Ward	1
5 th Ward	1
6 th Ward	1
7 th Ward	1
Total	7

City Alderman are invited to submit individual names when vacancies occur. Anyone interested in serving on the CAB must complete a CAB Member application and attend at least one CAB meeting in order to be considered for appointment. Elected officials are not eligible to serve on the Board. Considerations in the appointment of CAB members are listed below in order of priority.

1. Minority representation as reflected in population data for the City of Kankakee
2. Low to moderate income representation as reflected in population data for the City of Kankakee
3. Effect on balance of age and gender of the Committee.

4. Whether the candidate previously served on the Committee. Individuals without prior experience on the Committee shall be given preference over those who previously served.

- B. A member having three or more consecutive absences or four or more absences during a twelve-month period shall require reconfirmation by the CAB or membership shall be terminated. The reconfirmation process may make allowance for absences due to a major health-related condition.

The term of appointment for each member shall be two years in duration unless the member resigns or until the membership is withdrawn by the CAB. Members shall be limited to no more than two terms. An individual having served two terms may be appointed to another term or terms but must wait at least one year between appointments.

To initiate the term of office procedure, the CAB will establish a staggered set of terms of 1 or 2 years using membership seniority, with the term of appointment starting December 1, 2024.

Concerning reappointment, that action would take into consideration the member's Committee participation, attendance, and the interest of other individuals in that membership.

SECTION IV: OFFICERS AND DUTIES

- A. A Chairman and Vice Chairman of the Committee shall be a community member and shall be elected at the last regularly-scheduled meeting of each calendar year and shall hold office for one year and until their successors are elected. The Chairman may not serve

more than two terms.

- B. Any member may nominate a citizen member to be an Officer. All elections shall be by the majority vote of regular members present.
- C. The Chairman shall preside at all meetings and shall be responsible for pertinent Committee correspondence and information releases. The Chairman shall approve, with any necessary modifications, the agenda tentatively developed for him by the Economic and Community Development Agency at least seven (7) days prior to any scheduled meeting. The Chairman shall also serve as a liaison between the Community Advisory Board and the Community Development City Council Committee, whenever the need arises.
- D. The Vice Chairman shall, during the absence of the Chairman or his inability to serve, have and exercise all the duties and powers of the Chairman. The Vice Chairman shall also perform such other duties as may be assigned him by the Chairman.
- E. Secretary shall be responsible for the agenda minutes.
- F. If, at any time, the Committee feels that an Officer is not performing his duties in accordance with Section 4, Subsection C, that Officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been distributed in accordance with Section 4, Subsection C, of these Bylaws.

SECTION V: MEETINGS

- A. The Committee shall meet monthly at a date, time, and place acceptable to a majority of the membership. The date or time may be changed by a majority vote of the regular

members if ten (10) days' notice is given to the members. (If circumstances warrant, the Chairman may cancel or postpone a regular or special meeting and, if necessary, set a new date, time, and place for the meeting.)

- B. The Chairman may call special meetings whenever deemed necessary.
- C. A seven (7) day notice shall be given for regular meetings. Emergency or Special Meetings may be called with a minimum of three (3) days' notice, indicating the reason for the meeting. The three (3) days' notice for Emergency or Special Meetings will be conducted by telephone. Agendas shall be prepared prior to all meetings. Agendas should be emailed with meeting notices and minutes of the previous meeting approximately seven (7) days prior to any regular meeting and three (3) days prior to any Emergency or Special Meeting. Members may place items on the agenda with approval of the Chairman. Any item requiring Committee action may be brought before the Committee by any member with the Committee's approval, even though it is not on the agenda. The Committee shall decide if action is to be taken at that meeting or at a subsequent meeting. Committee Chairman should notify any actions to be taken or additions to an agenda to the Executive Director of the Economic and Community Development Agency.
- D. Whenever reports are to be given, copies will be prepared for each member of the Committee. When possible, said copies should be emailed with meeting notices.
- E. Each member shall have an equal vote.
- F. A quorum shall consist of two-thirds of the voting membership and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

SECTION VI: AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of the regular members of the Committee, provided a copy of the proposed amendment(s) has been sent to every member approximately seven (7) days before it is voted on. All proposed amendments shall be voted on at regular meetings.