

CITY OF SAN ANTONIO
DEPARTMENT OF ~~COMMUNITY INITIATIVES~~ HUMAN SERVICES
~~COMMUNITY ACTION PARTNERSHIP~~
COMMUNITY ACTION ADVISORY BOARD
BY-LAWS

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CITY OF SAN ANTONIO
DEPARTMENT OF ~~COMMUNITY INITIATIVES~~ HUMAN SERVICES

~~COMMUNITY ACTION PARTNERSHIP~~

**COMMUNITY ACTION ADVISORY BOARD
BY-LAWS**

The City Council of the City of San Antonio (“City”) is the ~~g~~Governing ~~B~~Board for the ~~Department of Community Initiatives Human Services (DHS)/Community Action Partnership~~ Bexar County Community Action Agency (“CAA”) for Bexar County. ~~The City Manager of the City of San Antonio is the Chief Administrative Officer of the City. The City Manager is appointed by the City Council for an indefinite term to serve at the pleasure of the Council. The City Manager is required to enforce all laws, to appoint and remove officers and employees in the administrative control over City Departments (except as defined in the City Charter), attend Council meetings, submit reports and recommendations, prepare and submit the City Budget, and perform all other duties as required by the Council. To assist the City Council in its role as the Board of Directors for this department, the City Council will have~~has designated, through its Department of Human Services (“DHS”), an Community Action Advisory Board (“CAAB”) to serve in an advisory capacity to assist the City Council in its role as the governing body for the CAA, for the Department of Community Initiatives DHS/Community Action Partnership. These bylaws are intended to comply with the rules and regulations promulgated under the federal CSBG Act (see the U.S. Code, Title 42, Chapter 106) and the Texas CSBG Act (see the Texas Administrative Code, Part I, Chapter 5, Subchapters A & B)...; any provision in question shall be read in compliance with the federal and state laws and regulations. ~~Any reference in these bylaws is to [which Act?]. T~~This Advisory Board CAAB will incorporate the following:

ARTICLE 1 **RESPONSIBILITIES OF THE CAAB.**

_____ The CAAB and its members will:

- A. In its advisory role to the City Council, oversee the extent and the quality of participation of the poor, and services to the poor.
- B. Maintain regular attendance of board and committee meetings.

- C. Exercise careful review of all materials provided by DHS.
- D. Review the programs, budgets and services of the CSBG program.
- E. Receive and review all other reports provided it, including but not limited to funding proposals, financial reports, progress reports, policy modifications, and community assessments.
- F. Assure that the DHS CAA continues to:
 - i. Assess and respond to the causes and conditions of poverty;
 - ii. Achieve anticipated family and community outcomes; and
 - iii. Remains administratively and fiscally sound.
- G. Oversee any other duties or responsibilities City Council may confer.

ARTICLE II

Section 1

COMPOSITION AND TERMS OF OFFICE.

The ~~Community Action Advisory Board (CAAB)~~ shall be composed of fifteen (15) members:

- A. Five (5) elected Public Officials, or their permanent appointees
- B. Five (5) Representatives of ~~the Poor~~ Low-Income Individuals and Families and reside in the neighborhoods served
- C. Five (5) Representatives of Private Organizations

~~1.~~ “Representatives of Private Organizations” is defined as members of business, industry, labor, religious, welfare, education, or major groups and interests in the community. ~~.)~~

~~2.1. The term “private” shall not be understood to preclude representatives from governmental, quasi governmental, or public entities such as schools, school districts, colleges or universities~~

Section 2

~~Length of terms for the Community Action Advisory Board members~~ Term Limits:

- A. Public Officials serve at the pleasure of the designating official: the Mayor ~~and or~~ County Judge. ~~Also, p~~Public officials or their permanent appointees shall serve until replaced.

- B. Elected ~~Representatives of Low Income Individuals~~Low-Income Representatives the Poor serve for a term of two (2) years.
1. ~~Representatives of the Poor~~Low-Income Individuals may serve up to two (2) consecutive two-year terms, but no more than a total of ten (10) years. After serving four (4) consecutive years, a Representative of the Poor may not serve on the Board in any capacity for at least one (1) two-year term.
- ~~C. Appointed Representatives of Private Organizations (and their appointed representative) serve for a term of two (2) years. and are selected on the alternate year of the Low-Income Representatives.~~
- ~~C.~~
- D. 1. Representatives of Low-Income Individuals and Private Organizations may serve up to two (2) consecutive two-year terms; ~~but not more than a total of ten (10) years.~~ After serving four (4) consecutive years, ~~a Representative of a Private Organization~~neither the member nor organization may ~~not~~ serve on the ~~Board CAAB~~ in any capacity for at least one (1) two-year term. ~~The Representatives of Private Organizations will be selected on the alternate year of the Representatives of the Poor.~~
- ~~E. D.~~

ARTICLE III

ELIGIBILITY FOR MEMBERSHIP.

~~Section 1 To be eligible for membership on the Community Action Advisory Board CAAB, a person must be (18) eighteen years of age or older upon commencing the term. Representatives of the Poor must be residents of the election districts from which elected. Representatives of Private Organizations will be selected by the organization they represent.~~

Section 21

Election/Selection of CAAB members:

A. **Public officials** serving on the ~~Advisory Board~~CAAB will ~~bear~~ be appointed by their respective governmental bodies.

Section 3 — B. **Representatives of the Poor**~~Low-Income~~

~~Representatives must be residents of the election districts from which elected. The Representatives of the Poor will be elected in public elections to represent designated geographic areas. The election will be held every two years. The intent to hold elections, the filing date, and the election date, will be announced through the news media or public notices. The election will be conducted in accordance with democratic election processes. A person seeking election to the Advisory Board must:~~

- ~~1. Be at least 18 years of age at the start of the term~~
 - ~~—1A.— Register with the City Clerk,~~
 - ~~1.— Be a resident of the designated geographic area for which elected, and~~
 - ~~2. 2B. — Obtain and file a petition, containing the signatures of twenty five (25) residents of the geographic area to be served, requesting that their name be placed on the ballot.~~
 - ~~2. There will be~~
 - ~~3. File an application with the Office of the City Clerk.~~

~~Elections of Low-Income Representatives must be held publicly, in accordance with the “CAAB Election Document,” on file with DHS. a candidate orientation within five (5) days of the final date of filing. The election will be conducted by official election judges with the support of the City staff. The election will be done in an open meeting, by secret ballot. Elections will be non-partisan. The election will be held at polling sites designated by the City Clerk. The voters need not be registered, but must be eighteen (18) years of age and produce proof of residence within the boundaries of the district polling site designated geographic area for which voting. It is not necessary for the resident to be a registered voter. However, voters must produce identification verifying residence.~~

Section 4 — C. **The Representatives of Private**~~Private~~

Organizations are selected by open ballot by the seated Public Officials and Low-Income Representatives, and in accordance with the process described in the CAAB Election Document. The Representatives for Private Organizations will be selected by the organization they represent. ~~The selection of Private Organizations will be conducted within one month prior to the expiration of the term of office for the Representatives of Private Organizations. The organizations will be selected by the Public Officials and Representatives of the Poor. The intent to select private organizations to be represented on the Advisory Board will be announced through the news media or public notices. The private organizations seeking representation on the Advisory Board must file a Letter of Interest to serve on the Advisory Board. The selection of the private organizations will be conducted by secret open ballot.~~

~~Section 25 Community agencies and representative groups of the poor who feel themselves inadequately represented on the Advisory Board may petition for a more adequate representation on the Advisory Board. The agency or group must file a petition containing twenty five (25) names/signatures in support of the petition with the Advisory Board. The Advisory Board shall, in turn, form a committee to review the petition. The committee shall present their findings to the Advisory Board and the Advisory Board shall mail the petitioners their decision. If the Advisory Board votes in favor of the petitioners, the Advisory Board must amend the By Laws to accommodate this extra group.~~

Section 236

Conflicts of Interest:

A. No CAAB member may participate in the selection, award, or administration of a subcontract supported by CSBG funds if any of the following have a financial interest in the firm or person selected to perform a subcontract:

1. The board member;

2. Any member of his/her immediate family;

The board member's ~~partner~~partner; or

3.

4. Any organization which employs or is about to employ any of the above (in numbers 1-3);

B. No employee of the City -or of the ~~TDHCA~~Aexas Department of Housing and Community Affairs (“TDHCA”) may serve on the CAAB.

C. No CAAB member may be employed by the City or the TDHCA for 12 months after CAAB service.

~~—~~All CAAB members will receive orientation within thirty (30) days of appointment/election, and shall must be annually trained in and will comply with the City of San Antonio’s Code of Ethics, for which: CAAB members will receive annual training.

~~A.D. No person may sit on the Board who is an officer or an employee of an organization contracting to perform a component of work under the Community Services Block Grant program funded by the Texas Department of Housing and Community Affairs (TDHCA). Public officials sitting on the Advisory Board will not be in conflict if the Department of Community Initiatives/Community Action Partnership should contract with his/her jurisdiction to perform a component of the work program funded by the Texas Department of Housing and Community Affairs TDHCA. No employee of the Department of Community Initiatives/Community Action Partnership or the Texas Department of Housing and Community Affairs TDHCA may serve on the Board, and no other State employee may serve on the Board in a capacity which will require him/her to act as an agent or an attorney for the Department of Community Initiatives/Community Action Partnership in its dealing with the Texas Department of Housing and Community Affairs TDHCA or with any other State agency. No~~

~~member of the Advisory Board may be employed by the Department of Community Initiatives/Community Action Partnership during his service on the board or for twelve (12) months thereafter.~~

REDLINED

~~Section 7~~ — ~~New Board Members will receive orientation within thirty (30) days after being appointed or elected.~~

~~Section 8~~ — ~~The following sequence will be maintained:~~

~~(a) Election of Representatives of Poor~~

~~(b) Selection of Private Organizations~~

~~(c) Election of officers.~~

~~ARTICLE III — ALTERNATES~~

~~Section 1~~ — ~~The Board authorizes alternates to substitute for its members.~~

~~Section 2~~ — ~~A. — Public officials on the Advisory Board may select a representative to serve in their place. These representatives, however, may not select alternates to substitute for them.~~

~~Section 3~~ — ~~B. — Alternates for Representatives of the Poor must fulfill the requirements set forth in Article II Sections 1 and 3 to be elected in the same public election as the Representatives of the Poor. The alternates for the Representatives of the Poor will be the individuals who receive the second highest count of votes in the election, by district. In the event that there is only one individual candidate who runs and is elected as Representative of the Poor, a request for a waiver will be submitted to the State so that an alternate may be selected by the elected Representative of the Poor of that area. This waiver will be requested only for that two year term. Alternates must be confirmed by the Board. To be in compliance with the Texas Department of Housing and Community Affairs Issuance “Boards and Committees of Community Service Block Grant Programs”, an additional stipulation is made that an appointed alternate for a Representative of the Poor can serve only in the capacity of an alternate. In the event that the seat on the Board of the Representative of the Poor becomes vacant, an appointed alternate can be elevated to full membership status.~~

~~Section 4 C. The private organizations represented on the Advisory Board shall select their own alternates.~~

~~Section 52 Alternates sit on the Advisory Board in the absence of the member they represent. Each Advisory Board Member may have only one alternate. Each alternate may substitute for only one Board member.~~

~~Section 36 Alternates may vote on the business presented to the Advisory Board only in the absence of the Regular Board Representative.~~

~~Section 47 Alternates may not serve as an officer of the Advisory Board.~~

~~Section 58 The By-Laws of the Advisory Board are binding upon the alternates as they are on the members that they represent.~~

ARTICLE IV

MEETINGS AND VOTING.

Section 1

~~The Community Action Advisory Board CAAB shall will hold schedule a regular meetings once a month for the purpose of conducting such business as may properly come before such meetings the CAAB the business of the CAAB, and for fulfilling its responsibilities. The Chair, designated Chair Pro Tem, or the Executive Committee of the Advisory Board may cancel or postpone a any monthly meeting. There granted that a must be a minimum of fivesix (56) meetings are held per each year.~~

Section 2

~~The Advisory Board shall provide in writing, to all of its members, notice of, and an agenda for, all meetings at least five (5) days in advance, except for Special meetings as defined in Article IV, Section 3. Meetings of the Community Action Advisory Board shall be announced through the media (newspapers, radio, television). All meetings of the CAAB shall will be held "open meetings" and in accordance with the Texas Open Meetings Act. All meetings of the Community Action Advisory Board shall be "open meetings" except for matters that may be discussed in executive sessions pursuant to the Texas Open Meetings Act Act. Meetings shall be held in accordance with the "Texas Open Meetings Act."~~

~~The notice of meeting must be posted in a place readily accessible to the general public at least 72 hours before the scheduled time of the meeting, except as provided by Section 2, executive sessions.~~

~~Section 3 “Special mMeetings” of the Advisory BoardCAAB may be called only for the purpose of dealing with important matters which arise between regular meetings and which require immediate action. It shall be the policy of the Advisory Board to refrain from conducting sSpecial mMeetings unless the matter is urgent and requires immediate action. Special Mmeetings shall be called by the Chairperson of the Advisory Board or, in the absence of the Chairperson, by the Chairperson Pro Tem. Special Meetings shall meet all notice requirements of the Open Meetings Act, unless qualifying as an “Emergency Meeting” under the Act. A special meeting shall not be held unless a 24-hour notice has been provided before the meeting to each Advisory Board member specifying the time, place, and exact purpose of the meeting. All decisions made in special meetings must be finalized in a meeting open to the public.~~

~~Section 4 Meetings of the CAAB shall be conducted in accordance with the most recent edition of Robert’s Rules of Order. Where these by laws and Robert’s Rules of Order differ, these by laws shall preside.~~

~~ARTICLE V QUORUM~~

~~Section 31 Quorum. At any regular or special meeting of the Advisory Board or committee(s) of the Advisory BoardCAAB, a quorum shall must be present, consisting of at least fifty-one percent (501%) of the Board-CAAB or the committee membership. For purposes of determining a quorum, vacant Board positions are not counted. A motion may be adopted only if it receives the votes of at least a majority of the members present at a properly called meeting where there is a quorum present.~~

~~Section 2 Each member of the Board shall have one vote. Voting by proxy and cumulative voting shall not be allowed.~~

Section 4 **Voting.** Each member of the CAAB will have one (1) vote. A motion may be adopted only if a majority of the votes *cast* are in favor of the motion. Voting by proxy and cumulative voting are not allowed.

Section 5 “Special Meetings” of the CAAB may be called for the purpose of dealing with important matters that arise between regular meetings and which require immediate action. Special Meetings may be called by the Chair of the CAAB or, in the absence of the Chair, by the next designated Chair Pro Tem. Special Meetings shall meet all notice requirements of the Open Meetings Act, unless qualifying as an “Emergency Meeting” under the Act.

Section 6 Meetings of the CAAB will be conducted in accordance with the most recent edition of Robert’s Rules of Order. Where these by-laws and Robert’s Rules of Order differ, these by-laws will preside.

ARTICLE VI

OFFICERS & EXECUTIVE COMMITTEE.

Section 1 The officers, and related duties, of the ~~Board~~ CAAB shall will be as follows: ~~a Chairperson, a Vice Chairperson, a Secretary, and Parliamentarian.~~ Officers of the ~~Advisory Board shall be elected annually no more than two meetings after the selection of Pprivate Oorganizations or the election of Representatives of the Poor.~~

~~Section 2~~ These officers plus one member elected by the Board shall compose the Executive Committee of the Board. ~~The Executive Committee shall report on the actions it takes between meetings at the next meeting of the full Board.~~

~~Section 3~~ A. ~~The Chair:person~~
i. ~~shall Ppresides~~ at all meetings ~~and shall be~~
ii. ~~Is~~ an ex-officio member of all committees:

~~Section 4~~ B. ~~The Vice-Chair: A person shall acts~~ as Chairperson Pro Tem in the absence of the Chairperson.

Section 5 C. ~~The Secretary, with the assistance of City staff shall:~~

- ~~i. Prepares the agenda and notice;~~
- ~~ii. and Keeps written minutes, including a record of votes on all motions -for each meeting~~
- ~~iii. Performs . Minutes shall include a record of votes on all motions. Minutes of regular and special meetings and reports of all committees shall be transmitted by the Secretary to the Director of the Department of Community Initiatives as expeditiously as possible. Minutes of the previous meeting shall be distributed to all members at least five (5) days prior to the next meeting, and shall be made available to the public upon request. The Advisory Board shall also make available to the public, upon request, translations of the minutes where a significant portion of the poverty population does not speak English. The Secretary shall be responsible for preparing agendas and notices for meetings. The Secretary shall perform such other duties directed by the Chair as pertain to his/her office and as are directed by the Chairman and members of the Advisory Board.~~

~~iv. The Secretary shall act as Chairperson Pro Tem in the absence of the Chairperson or designated Chairperson Pro Tem and Vice-Chair.~~

~~D. Section 6 — The meeting of the Board will be conducted in accordance with the most recent edition of Robert's Rules of Order. Where these By Laws and Robert's Rules of Order differ, these By Laws shall preside.~~

~~— The Parliamentarian (optional position) shall;~~

- ~~i. When there is a question as to the interpretation of these By-Laws or Robert's Rules of Order, and in the absence of an attorney for the City, makes a ruling as to its interpretation.~~
- ~~ii. should there be a question as to interpretation of these By-Laws or Robert's Rules of Order, The Parliamentarian shall act as~~

Chair~~person~~ Pro Tem in the absence of the Chair~~person~~ and all other or-designated Chair~~person~~ Pro Tem.

~~Section 2~~ Officers will be elected annually no more than two meetings after the election of Low-Income Representatives or selection of Private Organizations.

~~Section 7~~ The Member At Large shall act as Chairperson Pro Tem in the absence of the Chairperson or designated Chairperson Pro Tem.

~~Section 8~~ In the event where no Executive Committee member is present at a meeting, the Manager shall appoint a Chairperson Pro Tem to preside over the meeting, or until an Executive Committee member is in attendance.

~~Section 329~~ Any officer may be removed from office for cause or due to a lack of confidence by a two-thirds vote of the voting the CAAB members.

~~Section 10~~ Any officer may be removed from office for cause by a two-thirds vote of the members.

~~Section 4311~~ Upon completion of the Board CAAB elections, the incumbent officers shall will retain their respective positions until the ratification of the elections and the selection of new officers. In the event that the current Chair is not reelected or eligible for another term, the Board will follow the established line of succession officers in Section I of this Article. In the event that none of the officers return to the Board, the new Board will select a Chair Pro Tem for the next meeting by a simple majority vote. The Chair to will preside over the election of new officers and will upon election of officers subsequently relinquish the chair control to the newly-elected Chair of the Board.

~~Section 2~~ Executive Committee: the Officers plus one member elected by the Board (the "Executive Committee Member At Large") shall compose the Executive Committee of the Board. The Executive Committee shall report on the actions it takes between meetings at the next meeting of the full Board.

~~A. The Executive Committee Member At Large shall act as Chairperson Pro Tem in the absence of the Chairperson or other designated Chairpersons Pro Tem.~~

~~B. In the event where no Executive Committee member is present at a meeting, the Manager shall appoint a Chairperson Pro Tem to preside over the meeting, or until an Executive Committee member is in attendance.~~

ARTICLE VI ALTERNATES AND VACANCIES.

Section 1 Each member will have one alternate.

A. Public officials may select a permanent representative to serve in their place, or may designate an alternate if a permanent representative is not chosen.

B. Alternates for each Low-Income Representative will be the individual who receives the second-highest count of votes in the election, by designated geographic area. In the event that only one Low-Income Representative candidate ran for a designated area, a request for a waiver will be submitted to the State asking that the elected Low-Income Representative of that area select an alternate.

C. Private organizations will select their own alternates.

Section 2 An alternate may only vote on the business presented to the CAAB in the absence of the primary CAAB member for the area they represent.

Section 3 Alternates may not serve as an officer of the CAAB or on any committee.

ARTICLE VII VACANCIES

Section 14 **Vacancies.**

~~A. There will be a vacancy on the Advisory Board when a member has been notified of his/her official removal by action of the Advisory Board for cause, when a member notifies the Board of his/her resignation, when the designating officials remove a public~~

~~official, or when a public official leaves office. When a vacancy~~
~~on the Board CAAB occur for a:~~

~~Section 2 — i. A. — When a seat of a public official is~~
~~vacant For a Public Official or his/her representative,; t~~~~h~~
~~The~~
~~Advisory Board CAAB shall ask the designating officials to~~
~~select another public official to fill the seat.~~

~~Section 3 — When the seat of a Representative of a Private~~
~~Organization becomes vacant, the alternate, for the sake of~~
~~continuity, will assume the job of the regular Board Member~~
~~until such time that the organization selects another~~
~~representative.~~

~~Section 4 — ii. B. — When the seat of For a Low-Income~~
~~Representative Representative of the Poor is vacant,; t~~~~h~~
~~the~~
~~alternate will become the regular Board member for the~~
~~remainder of the term.~~

~~iii. Requirements set forth in Article III Section 3 of these bylaws~~
~~must be met for an alternate to become the regular Board~~
~~member.~~

~~— C. For a Representative of a Private Organization: The~~
~~alternate, for the sake of continuity, selected by the Private~~
~~Organization will assume the job of the regular Board Member~~
~~until such time that the organization selects another~~
~~representative become the regular Board member.~~

B. ~~Section 25 —~~ The ~~Board CAAB shall will~~ fill all vacancies as soon
as it is reasonably possible.

ARTICLE VIII

Section 1

REMOVAL ATTENDANCE & REMOVAL.

~~Attendance: A Advisory Board CAAB members who fails~~ to attend three (3)
~~consecutive~~ regularly ~~—~~ scheduled meetings ~~is subject to shall~~ forfeit
~~their~~ ~~his/her~~ seats.

A. After ~~three consecutive absences by a voting Board member~~ the three (3) absences, the Secretary ~~shall~~ will mail a letter to the ~~Board~~ member indicating that ~~the subject of their removal will be discussed at the following Board meeting~~ the member may be dismissed for absenteeism by a two-thirds (2/3^{rds}) vote at the next CAAB meeting, following an opportunity to speak on his/her own behalf.

B. ~~City Council and County Commissioners Court members shall be exempt from this requirement. "Absence" shall be defined as not attending a regularly-scheduled called meetings without notifying the Secretary of the Advisory Board or Board Chairman~~ person ~~City staff or an officer of the CABB before the meeting.~~

C. ~~City Council and County Commissioners Court members are exempt from this requirement.~~

~~A Board member can be dismissed for absenteeism by a two-thirds vote.~~

Section 2

Misconduct: Any ~~other~~ misconduct by an ~~Advisory Board~~ CAAB member can be grounds for ~~removal for cause, dismissal, censure by the Chair~~ A two-thirds vote of the Board woul. If the misconduct continues by a Representative of a Public Official or a Private Organization, the Public Official or Private Organization may be requested to replace their representative, upon a 2/3^{rds} vote of approval by the voting CAAB members ~~shall be required for removal for cause.~~

ARTICLE ~~IXVIII~~

COMMITTEES.

Section 1

The ~~Board~~ CAAB may establish committees it considers necessary for carrying out its business. The composition of these committees shall fairly reflect the composition of the full Board. The CAAB will have one standing Executive Committee ~~The two standing committees will be the Grievance Committee and the By-Laws Committee.~~

A. Executive Committee: will consist of the Officers plus one member elected by the Board (the “EC Member At-Large”) and will discuss the agenda of the next CAAB meeting and report to the full CAAB on the actions it takes between meetings

i. The EC Member At-Large will also act as Chair Pro Tem in the absence of the Chair and other designated Chairs Pro Tem.

Section 2

AB. The CAAB may also establish special committees from time to time on an ad hoc basis for the purpose of reviewing and addressing particular issues and reporting on such issues to the full CAAB. An example of one such committee is a:

i. ~~The Grievance Committee: is designed as an appeal committee for delegate agency employees who are alleging unfair treatment or termination without cause to review and investigate grievances, complaints, or other items of concern made to the CAAB by a community or CAAB member relating to business of the CAAB or any delegate agency. The CAAB shall then determine whether to refer such matters to DHS for further action. City employees may appeal to the Municipal Civil Service Commission whereas delegate agency employees may appeal to the Community Action Grievance Committee.~~

i. ~~Section 3~~

ii. ~~B. The By-Laws Committee: will serve to recommend corrections or revisions to the By-Laws, as necessary, and work with the City Attorney’s office and the Parliamentarian to render interpretations as required.~~

Section 42

~~Other than the Executive Committee, e~~Committee size should be no less than three (3) and no more than six-five (65), ~~excluding the Board Chair’s participation as an Ex-Officio committee member.~~

Section 53

No Board-CAAB member shall serve on more than two (2) committees.

Section 46

No Board-CAAB member shall chair more than one (1) committee.

~~Section 5~~ Any member of the CAAB may attend any committee to observe, but may not vote unless seated on the committee.

~~Section 7~~ Board members who are Political Representatives Public Officials, or their representatives, shall not be eligible to serve as voting members of the Planning Committee.

ARTICLE X **RESPONSIBILITIES OF THE ADVISORY BOARD**

~~Section 1~~ The Advisory Board shall advise the City Council on plans and policy regarding the Department of Community Initiatives/Community Action Partnership.

~~Section 2~~ The Advisory Board shall review the programs, budgets and services of the Department of Community Initiatives/Community Action Partnership.

~~Section 3~~ The Advisory Board will exert all powers that the designating officials choose to confer.

~~Section 4~~ The Community Action Advisory Board CAAB, in its advisory role to the City Council, will oversee the extent and the quality of participation of the poor, and services to the poor.

~~i. Section 5 Look at TAC section 5.216 for more appropriate "Board Responsibilities." See (b) 1-7 and (c).~~

~~Section 5~~ The Community Action Advisory Board, subject to TDHCA policies, can determine its own rules and procedures. The Advisory Board By Laws will be in compliance with regulations of both state and federal governmental bodies.

~~Section 6~~ The Community Action Advisory Board can select its own officers and committees as necessary.

~~Section 7~~ The Community Action Advisory Board shall be part of a Community panel that screens and recommends applicants for the Director, Department of Community Initiatives\ Community Action Partnership through the following procedures:

~~A. Compliance with personnel selection procedures of the City of San Antonio;~~

- ~~B. Compliance with job description requirements;~~
- ~~C. City Personnel Office shall screen all applicants and determine eligibility;~~
- ~~D. From among eligible applicants, submitted by the City Personnel Office, the Community Action Advisory Board shall select up to the five most qualified and forward their applications to the City Manager;~~
- ~~E. The City Manager shall select the Director of the Department of Community Initiatives/Community Action Partnership from the submitted applicants. The City Manager may, at his/her discretion, reject those applicants submitted and request up to five (5) more qualified applicants until the Director is chosen;~~
- ~~F. The City Manager or the City Manager's designee will have the sole authority to fire the Director of the Department of Community Initiatives/Community Action Partnership.~~

ARTICLE IXI

COMPENSATION.

Section 1

~~Although allowances for the poor and reimbursements to all members of the Board CAAB for expenses are permitted, regular compensation to all members for their services on the Board is not permitted. CAAB members are not entitled to compensation for their service on the CAAB although, accordance with federal and state CSBG law, reimbursement of reasonable and necessary expenses in incurred by a member in carrying out his /her duties is allowed.~~

ARTICLE X H

AMENDMENTS.

Section 1

~~Proposed amendments and revisions of these procedures to these By-Laws may be made by members of the Community Action Advisory Board CAAB, City Council, or the Director of Community Initiatives DHS/Community Action Partnership. Proposed amendments; and~~

~~shall~~will then be recommended to the City Council only upon an affirmative vote of two-thirds of the CAAB member Advisory Board votes cast~~CAAB membership~~, and shall only be ~~made active~~implemented upon the approval ~~by~~ of City Council and passage of a City ordinance.

~~ARTICLE XIII~~ ~~DELEGATION OF AUTHORITY~~

~~Section 1~~ In his/her capacity as Chief Administrator of the City, the City Manager will be the Executive Administrator of the Department of Community Initiatives/Community Action Partnership. The City Manager will delegate the responsibility for administration of this grant program to the Director of Department of Community Initiatives/Community Action Partnership. The Community Action Advisory Board (CAAB) acknowledges the Director of the Department of Community Initiatives/Community Action Partnership, as the signatory authority to execute documents necessary in connection with the Community Service Block Grant (CSBG) contract.

~~**ATTACHMENT TO THE
COMMUNITY ACTION ADVISORY BOARD
BY-LAWS**~~

~~**RESOLUTION PROCESS FOR ADDRESSING
BOARD MEMBERS' CONCERNS**~~

~~OBJECTIVE: To address a Board member's concern as informally as possible and at the earliest opportunity.~~

~~Document concern and forward to the Chair of the Board.~~

~~B.—— The Chair will review the concern with the Executive Committee. If requested, and/or needed, the individual filing the concern will meet with the Executive Committee.~~

~~C.—— The Executive Committee will respond to the individual filing the concern within thirty (30) days.~~

~~D.—— If resolution is reached with the Executive Committee, there will not be a need to forward the concern to the full Board. If the resolution is not resolved, the Chair will place the concern on the agenda of the next full Board meeting for review.~~

~~E.—— The full Board will review the concern and vote on what action to pursue. The full Board will make every effort to resolve the concern in a positive manner.~~

~~F.—— In the event that the full Board disagrees with the individual concern, the individual will not receive support from the Board if they proceed to take their concern further. If the concerned individual has the desire to contact a City Official, he/she cannot represent themselves as a Board member, but rather as a concerned citizen.~~