

BYLAWS OF THE BLOCK GRANT ADVISORY COMMITTEE  
OF  
CITY OF KENNEWICK

ARTICLE I: NAME

The official name of this Committee shall be the City of Kennewick Block Grant Advisory Committee.

ARTICLE II: STATEMENT OF PURPOSE

The City of Kennewick Block Grant Advisory Committee (Committee) has been formed to serve as an advisory body to the Kennewick City Council in the development of the City's Consolidated Plan and the administration and utilization of the Community Development Block Grant, HOME Grant, and other grant programs as they relate to housing and community needs.

ARTICLE III: MEMBERS

- Section 1. Number of members. The Committee shall be composed of seven (7) members which shall be appointed by City Council after the application and interview process. Council liaison will be appointed to assist the Committee.
- Section 2. Term of Membership. Members shall be appointed by the City Council for a term of four years. No member shall be eligible to serve more than three (3) consecutive terms if there are others waiting to serve.
- Section 3. Areas of Interest. - Membership shall be composed of City of Kennewick residents with a demonstrated interest, competence or knowledge in banking and finance, construction, senior services, economic development, housing providers, housing services, social service providers or any other related field of interest.
- Section 4. Vacancies. Any member desiring to resign from the Committee shall submit his resignation in writing to the Chair who shall present it to the appointing authority for action. After three unexcused absences by a member, such position shall be declared vacant and the position shall be filled by the appropriate appointing authority. Vacancies occurring other than by expiration of term shall be filled for the unexpired term in the manner used for regular appointment to the Committee.
- Section 5. Compensation. All members shall serve without compensation.

ARTICLE IV: FUNCTIONS AND DUTIES

The Committee shall serve in an advisory capacity to City Council on issues involving the use of the Community Development Block Grant and the HOME Grant and perform the following duties:

1. Review federal requirements for the administration of the Community Development Block Grant and HOME Grant programs and make recommendations on program procedures to the City Council.
2. Review applications for the Community Development Block Grant and HOME Grant funds and make recommendations on project funding to the City Council. EXCEPT that in no instance will a member participate in the recommendation process when that member holds an interest in an application under consideration for funding.
3. Assist City staff in the development of new programs as future needs and funding opportunities arise.

- 4. Perform other related tasks as assigned by the City Council.

ARTICLE V: OFFICERS AND STAFF

- Section 1. Officers. Officers shall consist of a Chair and a Vice-Chair.
Section 2. Election of Officers. Election of Officers shall take place at the April meeting. Officers shall hold office for a term of one year, or until their successors are elected.
Section 3. Chair. The Chair shall preside over the meetings of the Committee and may exercise all powers usually incident to the office, retaining however, the full right to vote.
Section 4. Vice-Chair. In the absence of the Chair, the Vice-Chair shall preside as Chair for the meeting. If both Chair and Vice-Chair are absent, a member of the Committee shall be designated as Chair for the meeting.
Section 5. Staff. Staff assistance shall be provided by the Department of Management Services through the services of Community Block Grant Coordinator with additional assistance and information to be provided by other City departments as may be necessary to aid the Committee in carrying out its duties and responsibilities.

ARTICLE VI: MEETINGS

- Section 1. Regular Meetings. Meetings of the Committee shall be held monthly at a time to be determined at the first meeting of each year. An agenda and minutes of the prior meeting shall be emailed to each member at least five (5) days prior to each meeting.
Section 2. Quorum. Four (4) members of the Committee shall constitute a quorum for the transaction of business.
Section 3. Order of Business. The regular order of business shall be established at the first meeting of each year.

ARTICLE VII: AMENDMENT OF BYLAWS

These Bylaws may be amended by the affirmative vote of a majority of the members present during a scheduled meeting; provided, however, that the amendment was proposed at a regular meeting.

ARTICLE VIII: ADOPTION

Adopted by vote of the Committee on May 25, 2022.

FORM APPROVED:

DocuSigned by: Lisa Beaton
City Attorney

ATTESTED:

DocuSigned by: Ron Hue
Chair

DocuSigned by: Bobbie Littrell
Vice-Chair