

**BYLAWS**  
**Cumberland County Community Development Municipal Oversight Committee**

*Adopted October 15, 2009*

**ARTICLE I**

Name

The name of this organization shall be the CUMBERLAND COUNTY Community Development MUNICIPAL OVERSIGHT COMMITTEE (referred to below as “Committee”).

**ARTICLE II**

Purpose

The purpose of the Committee is to provide municipal input and recommendations to guide the Cumberland County Commissioners in designing and implementing community development and related programs. The goal of these programs is to help low and moderate- income people, to create jobs, to improve housing, and to increase the quality of life for the citizens of the County. The Committee operates under the terms authorized by the Cooperation Agreements signed between Cumberland County and the participating municipalities.

**ARTICLE III**

Members

Section 1. Voting Members

The Committee shall include the following voting members:

- a) one representative of every municipality that has signed a “Cooperation Agreement” with Cumberland County for participation in the CDBG program;
- b) one County Commissioner
- c) one representative from Brunswick
- d) one representative from Portland

Section 2. Non-voting members

The Committee shall include the following non-voting members:

- a) The Manager of Cumberland County or designee
- b) The Executive Director of the Greater Portland Council of Governments or designee
- c) CEO of People's Regional Opportunity Program (PROP) or designee.
- d) The Director of Housing and Neighborhood Services for the City of Portland or designee.
- e) A representative of any municipality that is not a current participant in the program, but that is interested in participating in the program in the future.
- f) Any other representatives as determined and voted upon by the voting members of the Committee

Section 3. Member appointment

Representatives shall be appointed by the respective municipalities or organizations. The municipality or organization shall then communicate in writing with the Cumberland County Manager formalizing the appointment.

Section 4. Terms

There are no term limits for representatives. Municipalities and organizations may change their representatives at any time via written communication to the County Manager.

Section 5. Alternates

A voting member may appoint an alternate from his or her community to attend a meeting on his or her behalf. In the event the voting member is unable to communicate his or her absence, an official representative of the community may designate an alternate. Designations of alternates must be made to the chair of the MOC and/or the CD office via written communication before the meeting.

**ARTICLE IV**

Officers

Section 1. Titles

The Committee shall have a Chair, Vice-Chair and two Officers.

## Section 2. Duties

The duty of the Chair is to approve agenda items and to preside at meetings. The duty of the Vice-Chair is to perform the duties of the Chair when the Chair is not present.

The duties of the officers are to review MOC meeting agendas and to act as an advisory board to program staff.

## Section 3. Terms

The officers shall be elected for one year terms or until their successors are elected. A majority of the voting interests present and voting shall elect. The terms shall be based upon the program's fiscal year, which is July 1 to June 30.

## **ARTICLE V**

### Powers and Duties

The Committee has the following powers and duties:

1. Recommend a program design and implementation process for the Cumberland County Community Development Block Grant Entitlement Program (CDBG), the HOME program, and all other related programs funded by the United States' Department of Housing and Urban Development (HUD) and administered by Cumberland County, Maine;
2. Develop recommendations for the Cumberland County Commissioners regarding a Consolidated Plan and any other plans required by HUD in the operation of these programs;
3. Develop recommendations for the Cumberland County Commissioners regarding annual funding awards for the CDBG Program and any other related HUD programs;
4. Oversee and evaluate the implementation of community development and related activities undertaken as a result of these plans and funding;
5. Appoint and charge subcommittees to provide assistance in meeting the Committee's purpose and mission;
6. Advise the County Commissioners on other matters relevant and/or related to community and housing development in Cumberland County.

**ARTICLE VI**  
Meeting Procedures

Section 1. Times and locations

The Committee shall meet at the times and locations determined by the Chair and staff.

Section 2. Quorum

- A. A quorum shall be 11 voting members,
- B. Routine business may be approved by a majority of those present and voting at meeting
- C. CDBG annual funding recommendations shall require an affirmative vote of 11 voting members, excluding Portland and Brunswick.
- D. HOME annual funding recommendation shall require an affirmative vote of 13 voting members.

Section 3. Conduct of meetings

Robert's Rules of Order Newly Revised shall serve as a parliamentary guide for all matters not covered in the bylaws.

Section 4. Committee staff

The Committee shall be staffed by representatives of the Office of the Cumberland County Manager. The HOME program may have additional staff from the City of Portland

Section 5. HOME Consortium

Program staff will ensure that agendas include mention of whether HOME program issues will be taken up at Committee meetings.

Section 6. Participation in Meetings by Phone

Participation by phone may be permitted based on a majority vote of those present.

## **ARTICLE VII**

### **Procedure for Recommending Annual Funding Awards**

#### **Section 1. Goals of the process**

The process shall be designed in a way that:

- 1) encourages the selection of projects that will make a measurable difference to the long-term economic and social health of the region;
- 2) encourages the participation of low and moderate income citizens (as defined by HUD) of the County, local municipal officials, professionals in housing and economic and community development, and other interested citizens and stakeholders to provide input and ideas;
- 3) encourages multi-community projects;
- 4) is fair and transparent;
- 5) assists communities to meet the goals of their comprehensive plans;
- 6) is consistent with HUD guidelines for program administration; and
- 7) provides an opportunity for communities that are not successful in receiving funding to meet with County representatives and receive advice on how to improve their projects in the future.

#### **Section 2. Annual design**

By November first of each year, the Committee shall design and approve a process for deciding on funding awards to be made in the following year.

## **ARTICLE VIII**

### **Amendments**

These bylaws may be amended by an affirmative vote of 13 voting members. Voting members must receive the proposed amendment(s) at least one week prior to the meeting at which a vote is to be taken.