

BYLAWS
Cumberland County CDBG Municipal Oversight Committee

adopted October 18, 2006

ARTICLE I

Name

The name of this organization shall be the CUMBERLAND COUNTY Community Development Block Grant (CDBG) 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-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 program;
- b) one County Commissioner

Section 2. Non-voting members

The Committee shall include the following non-voting members:

- a) The Manager of Cumberland County;
- b) The Executive Director of the Greater Portland Council of Governments;

- c) A representative of the People’s Regional Opportunity Program (PROP)
- d) The Director of Housing and Neighborhood Services for the City of Portland
- 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) A representative of the Coastal Economic Development Corporation;
- g) Any other representatives as determined and voted upon by the voting members of the Committee

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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 a letter to the County Manager.

Section 5. Alternates

A voting member may alternate from his or her community to attend a meeting on his or her behalf. The voting member shall notify the county manager’s office in writing at least one hour before the meeting.

ARTICLE IV

Officers

Section 1. Titles

The Committee shall have a Chair and Vice-Chair.

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.

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 CDBG program 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 structure 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. Prepare for approval of the Cumberland County Commissioners a Consolidated Plan and any other plans required by HUD in the operation of these programs;
3. Prepare for the approval of the Cumberland County Commissioners 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 to the CDBG program 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 quorum shall be one-half or more of the voting interests of the total number of participating communities. Routine business may be approved by a majority of those present and voting at meeting. Amendments to the bylaws and recommending funding awards to the county commissioners will require an affirmative vote of a majority of the participating communities.

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.

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 and corridor coalition 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 1. 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 a majority of the voting interests of the Committee. Voting members must receive the proposed amendment(s) at least one week prior to the meeting at which a vote is to be taken.

ATTACHMENT – PROPOSED SELECTION PROCESS FOR 2006-7

drafted October 4, 2006

October/ November	<ul style="list-style-type: none"> • Hold public meetings for input using corridor commissions
	<ul style="list-style-type: none"> • Meet with housing, economic development, facilities managers, and human services professionals in cooperation with COG, PROP, the City of Portland, and United Way
	<ul style="list-style-type: none"> • Hold focus groups of low and moderate income households through PROP and CED
	<ul style="list-style-type: none"> • Review COG data and studies
	<ul style="list-style-type: none"> • Develop criteria for awarding funds
December	<ul style="list-style-type: none"> • Invite submission of ideas from municipalities or groups of municipalities through a simple one-page application • Develop Committee ideas for possible innovative programs in a similar one-page application format
January	<ul style="list-style-type: none"> • Evaluate proposals against criteria • Choose high priority projects (may be existing projects, or combination of several)
February	<ul style="list-style-type: none"> • Staff works to flesh out projects with regard to readiness, low/moderate income benefit, budgets, matching funds, etc.
March	<ul style="list-style-type: none"> • Review final project list with staff
April	<ul style="list-style-type: none"> • Review with County Commissioners
May	<ul style="list-style-type: none"> • Consolidated Plan to HUD