



URBAN COUNTY POLICY BOARD BYLAWS

SECTION I. DECLARATION OF POLICY

The Urban County Cooperation Agreement was executed on December 5, 1984, for the purpose of qualifying as an urban county in order to participate in the Urban County Entitlement Program under Title I of the Housing and Urban Development Act.

The Cooperation Agreement calls for the establishment of a Policy Board with the following duties and responsibilities:

- A. To achieve viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income;
- B. To assume overall administrative duties for the Urban County program;
- C. To adopt procedures and criteria for the allocation of funds and selection of projects;
- D. To obtain professional services in the most cost-efficient manner possible, with the specific intent of maximizing funds available for projects;
- E. To develop an annual program where at least 51 percent of the Board's CDBG program expenditures shall be directed toward activities that benefit low and moderate income persons, excluding planning and administration costs;
- F. To ensure county-wide benefit, as well as benefit to specific low- and moderate-income populations;
- G. To develop and supervise a public participation process, including public hearings as required; and
- H. To make recommendations, including priorities, to the Clark County Board of Councilors based upon the criteria established for selecting eligible housing and community development activities within the Urban County area.

SECTION II. MEMBERSHIP AND VOTING PROCEDURES

A. Membership of the Policy Board

1. The Policy Board shall be composed of one (1) representative or a designated alternate from each unit of general purpose government which has approved and signed the current Three-Year CDBG Agreement, or for the automatic renewal of the Three-Year CDBG Agreement, units of general purpose government that have elected to participate in the next three year CDBG qualification period. (Adopted March 11, 1994).
2. Each such representative shall be an elected public official.
3. Each such representative shall have one (1) vote on the Policy Board.
4. Each such representative shall designate in writing a permanent alternate representative to act on their behalf in case of absence. (Adopted February, 1996).
5. Exceptions to these representative qualifications may be made by majority vote of the Policy Board upon petition of a member claiming that undue hardship will result by strict compliance with these provisions.

SECTION III. ORGANIZATION

- A. The County Councilmember representative shall act as Chair of the Board.
- B. The Board shall appoint a Vice-Chair which shall be elected in January of each year for a term of one (1) year.
 1. In the absence of the Chair, the Vice-Chair shall preside over the meeting.
 2. In the absence of the Chair and Vice-Chair, an alternate elected official shall be nominated to preside over the meeting.
- C. The proceedings of the Board shall be governed by the current edition of Roberts Rules of Order.
- D. The Board shall meet not less than five times per year. The time, date, and location of regular meetings shall be set by the Board at the first meeting of the year.

Special meetings of the Board may be called by the Chair, or shall be called upon written request of twenty percent (20%) of the members of the Board.
- E. A quorum of the Board shall consist of a simple majority of the Board membership.

- F. Voting shall decide any questions brought before a meeting of the Board by the majority of the members present.
- G. Subcommittees may be established as members deem necessary or advisable to effectively carry out the purposes of the Board.

SECTION IV. STAFF

Administrative support for the Board will be provided by Clark County. The cost of providing administrative support for the Board will be subject to the limitations of the HUD Community Development Act of 1984 as amended.

SECTION V. AMENDMENTS

Amendments to these Bylaws shall become effective upon receiving an affirmative vote of not less than two-thirds (2/3) of the Board. A notice of a Bylaws change will be submitted at the preceding meeting. Amendments may be initiated by any member of the Board.