

**BY-LAWS OF THE CITY OF DOTHAN  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**ARTICLE I – NAME**

The official title of this Board shall be the Community Development Advisory Committee of the City of Dothan, Alabama.

**ARTICLE II – PURPOSE AND OBJECTIVES**

The duties and functions of the Board shall be:

1. To advise the City Commission on matters pertaining to the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and other HUD sponsored programs the City may apply for in the future.
2. To provide recommendations to the City Commission concerning the expenditure of CDBG funds received from the Department of Housing and Urban Development.
3. To promote the community development and affordable housing activities within the City with special attention to the neighborhoods containing concentrations of low-and-moderate income individuals and families.
4. To perform such other duties and functions and have such other powers as may be provided by ordinance of the City Commission.

**ARTICLE III – COMMISSION MEMBERSHIP**

1. The Board shall consist of seven (7) members appointed by each respective City Commissioner and the Mayor.
2. Each member shall serve without compensation for a term of four (4) years, except that members may be appointed by the City Commission for a shorter term to achieve overlapping tenure. Appointments shall specify the term of office. All members shall be subject to removal by the City Commission. If a vacancy occurs on the Committee, it shall be filled by the City Commission for the remaining unexpired portion of the term. For the purposes of this provision, a "term" shall include the balance of an unexpired term served by a person appointed to fill a vacancy if such unexpired term exceeds twenty-four (24) months.

**ARTICLE IV – OFFICERS**

1. At the November meeting in each year, a Chair and a Vice-Chair shall be elected by majority vote of the Committee, with newly elected officers taking office in January.
2. The Chair shall preside at all committee meetings. In the event of the absence or disability of the Chairperson, the Vice-Chair shall preside.
3. A vacancy in the office of Chair shall be filled automatically by the Vice-Chair, and a new Vice-Chair shall be elected at the next regular meeting from among the regular members. A vacancy in the office of Vice-Chair shall be filled at the next regular meeting by election

from among the regular members. The officers so elected shall serve until the next January meeting.

4. The Chair, subject to these bylaws and rules of procedure, shall decide all points of order or procedure, unless otherwise directed by a majority of the committee in session at that time.
5. The Secretary of the Committee shall be the CDBG Program Administrator, unless otherwise designated, who shall be a non-voting member of the Committee. The Secretary shall keep, or cause to be kept, the minutes of each Committee meeting, shall conduct all official correspondence, and generally supervise the clerical and technical work of the Committee meetings.

#### **ARTICLE V – MEETINGS**

1. Regular Committee meetings shall be held on the Third Thursday of each month at 4:00p.m.
2. Special meetings may be called by the Chair of the Committee at such other times as the Chair or the Committee may determine to be admissible, provided that written notice or notice by telephone of such meeting and of the subject matter of such meeting be given to each Committee member at least seven (7) days prior to the time set for such meeting; provided further that notice of any such meeting be posted in a public place and the time and place of the meeting is advertised seven (7) days before such meeting. A Committee member attending any meeting shall be deemed to receive the necessary notice of such meeting.
3. All meetings shall be held in a designated conference room in a City facility or after proper notice as set forth in Section 2.
4. All meetings shall be open to the public. The last item on the agenda shall be noted for Open Public Discussion and shall allow a ten-minute time slot for public input. Persons wanting to address the Committee may also do so by obtaining agenda item approval by both the Chair and the Secretary of the Committee not less than fourteen (14) days before the next regularly scheduled meeting. Guests may also address the Committee at other times by Committee invitation.
5. A quorum of the Committee shall consist of a majority of the total number of Committee members. No official action may be taken by the Committee unless a quorum is present. However, if a quorum is not present, the meeting may still be conducted for the purposes of status reporting and discussion of items.
6. The order of business for all meetings shall be the order as it appears in the agenda except that the Chair may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the Committee.
7. Any Committee member who has a personal interest in any matter before the Committee shall disqualify himself or herself from any such consideration or discussion of or voting

upon such matter. Any such disqualification shall be noted in the official Minutes of the meeting.

## **ARTICLE VI - PROFESSIONAL CONDUCT POLICY**

Pursuant to Resolution 2009-185 enacted by the City of Dothan Board of Commissioners on Tuesday, June 16, 2009, adopting a Code of Conduct for members of City boards and committees, the City Manager has directed that the following Code of Conduct shall be included in the Bylaws of this Commission.

1. Purpose. The purpose of this policy is to promote a professional, ethical environment where all volunteers, board members, appointees, etc can maximize their performance in service to the citizens of Dothan by eliminating offensive or threatening conduct that might interfere with maximum productivity. The types of behavior that are specifically targeted include but are not limited to: (1) sexual harassment; (2) racially derogatory language, religious and other forms of harassment; (3) violence or threats of violence, and (4) unethical behavior. These types of behavior can distract from the effective operation of City business and related duties, and it is the policy of the City of Dothan to prohibit and eliminate these types of behaviors where they occur. Violation of this policy and any retaliation will result in the immediate and automatic removal from office, volunteer positions, appointments, and/or special assignments delegated to the individual.
2. Definitions
  - (a) Sexual Harassment: Sexual Harassment can include but is not limited to:
    - (i) Physical assaults or physical conduct that is sexual in nature (touching, pinching, or brushing against another's body).
    - (ii) Unwelcome sexual advances, propositions, comments, "kidding," "teasing," or requests for sexual favors.
    - (iii) Sexual displays or publications such as calendars, cartoons, graffiti, or computer pornography.
    - (iv) Other verbal or physical conduct of a sexual nature that would interfere with the conduct and productivity of other volunteer or board appointees and City employees or create an intimidating, hostile or offensive work environment.
    - (v) Retaliation for complaints of harassment.
  - (b) Racial, Religious, National Origin, Disability, or Age Harassment: These types of harassment can include but is not limited to:
    - (i) Any conduct based on race, religion, national origin, disability, or age that interferes with the ability of a citizen, board member, volunteer or city employee to perform their duties.
    - (ii) Jokes which refer to race, religion, national origin, disability, or which portray these characteristics in a negative light.

- (iii) The posting or distribution of cartoons, drawings, or any other material which adversely reflects on a person's race, religion, national origin, disability, or age.
  - (iv) The use of "slurs" or other offensive language.
  - (v) Practical jokes, horseplay, or teasing which tend to make fun of a person's race, religion, national origin, disability, or which reflect negatively on a person's age.
  - (vi) Retaliation for complaints of harassment.
- (c) Violence and Threats of Violence. This type of anti-social behavior can include but is not limited to:
- (i) Any conduct which involves the offensive touching of another volunteer, board member, or citizen.
  - (ii) Intimidating or threatening gestures or body posture that reflects possible violence or a threat of violence.
  - (iii) Verbal threats to "get even," "go postal," or similar statements that cause a citizen, board member, volunteer or employee to fear possible harm.

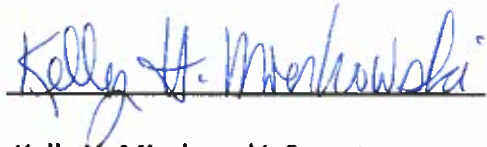
### 3. Ethical Behavior/Expectations

- (a) Volunteers, board members, and appointees shall avoid any interest, activity or contact which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting no favor, benefit, personal profit, individually or for family members or friends, secured by privileged information or by misuse of position, public time or public resources.
- (b) Volunteers, board members, and appointees shall not directly or indirectly solicit any payments or accept or receive any payments or gifts of material value - whether it be in the form of money, services, loans, travel, entertainment, hospitality, or favors - that may be intended, perceived, inferred, expected or construed to influence them in the performance of their official duties or regard any official action on their part.
- (c) Volunteers, board members, and appointees shall identify any financial interest in regard to items before the Board/Committee for approval of any kind. In the event that there is a proprietary interest, (e.g. direct ownership, mortgage, lease, etc.) it should be called to the attention of the members of the Board/Committee. Any member of the Board/Committee having such interest should recuse oneself and not participate in any manner of the discussion or decision making surrounding such matter.

## **ARTICLE VII – AMENDMENTS TO BY-LAWS**

These rules may be amended or modified by a majority vote of the Committee, provided that such amendments are presented in writing and such action be taken thereon at a subsequent regular meeting.

I, Kelly H. Mierkowski, as Secretary to the Community Development Advisory Committee, Dothan, Alabama, do hereby certify that these Bylaws are true and correct on this the 21 day of 1, 2022.

A handwritten signature in blue ink that reads "Kelly H. Mierkowski". The signature is written over a horizontal line.

Kelly H. Mierkowski, Secretary