# Exhibit 1

# CITIZEN PARTICIPATION PLAN
## FOR THE CONSOLIDATED PLANNING PROCESS
## &
# CITIZEN PARTICIPATION GUIDELINES

**For**

# DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
## &
# COMMUNITY ACTION AGENCY

*"Delivering Excellence Every Day"*

**December 15, 2009**

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*On behalf of the tri-partnership between the Department of Housing and Community Development (DHCD), Miami-Dade Community Action Agency (CAA) and the Community Advisory Committees (CAC), we are pleased to submit to the Board of County Commissioners a revised Citizen Participation Plan & Guidelines. This plan updates the previous document, approved on August, 2005.*

*This update is designed to enhance the citizen participation process in light of the changes in technology and current trends in neighborhood and economic development, new County programs and overall County, State and Federal policy shifts affecting Miami-Dade County.*

*Citizen Participation is essential to our organizational missions. The Citizen Participation process affords opportunities for local residents to involve themselves in the planning and development of activities that affect their lives and their communities. The CACs provide a format for communication between citizens and decision-making entities in more than twenty (20) community target areas throughout Miami-Dade County.*

*DHCD and CAA are delighted to be a part of the citizen participation process and look forward to continuing the efforts of empowering Miami-Dade County's residents and neighborhoods through citizen participation and advocacy.*

*As a part of the democratic process, we encourage citizens to participate and make their voices heard!*

*Sincerely,*

| | |
|---|---|
| *Shalley Jones Horn*<br>*Miami-Dade County*<br>*DHCD* | *Julie Edwards, Executive Director*<br>*Miami-Dade County*<br>*Community Action Agency* |

# PART I:

## MIAMI-DADE COUNTY CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLANNING PROCESS

### OVERVIEW OF THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

The Department of Housing and Community Development (DHCD), formerly known as the Office of Community and Economic Development (OCED), administers Federal and State funding that supports the development of viable urban neighborhoods in Miami-Dade County. Such support is characterized as decent housing, expansion of economic opportunities, public service, capital improvements and the preservation of historic properties. The main sources of funding utilized to meet these needs are the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG). These programs are established to help low- and moderate-income persons, particularly those living in slum and blighted areas. The U.S. Department of Housing and Urban Development (U.S. HUD) regulates and governs the CDBG, HOME and ESG programs. The regulations specify that an entitlement area (an area which receives a direct allocation from U.S. HUD to address high priority needs in low to moderate income communities) must adopt a citizen participation plan, which establishes policies and procedures for citizen participation. The following are entitlement areas in Miami-Dade County: City of Miami, City of Miami Gardens, City of Miami Beach, City of North Miami, City of Hialeah, City of Homestead, Florida City, through the State of Florida Small City Program,
and Miami-Dade County.

### APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

**The U.S. HUD requires the adoption of a Citizen participation Plan that** sets forth the jurisdiction's policies and procedures for citizen involvement. Those citizen participation policies and procedures are listed below.

A Citizen Participation Plan is required as a part of the County's Consolidated Plan. Section 24 of the Code of Federal Regulations (CFR) Parts 91, et al, requires that Miami-Dade submit a Consolidated Plan in order to receive funding under various grant programs. A Consolidated Plan is an approved plan that displays the objectives that a participating jurisdiction proposes to achieve with its federal funding throughout a specific five-year period. Miami-Dade County's Consolidated Plan includes three US HUD Community Planning and Development (CPD) formula programs described previously:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Shelter Grants (ESG)

## ENCOURAGEMENT OF CITIZEN PARTICIPATION

The Citizen Participation Plan encourages participation through the following:

- Citizens have an opportunity to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Consolidated Annual Performance Evaluation Report.

- The main focus of Miami-Dade's Citizen Participation Plan is to encourage all residents, including minorities, non-English speaking persons, as well as persons with disabilities to participate in each of the above-defined activities.

- Additionally, the County works with public housing authorities in an effort to encourage residents of public and assisted housing developments, along with other low- income residents of neighborhood revitalization strategy areas (NRSAs) and, eligible block groups (i.e. communities where more than 51% of the people are low and moderate income), to participate in the process of developing and implementing the Consolidated Plan.

### Neighborhood Revitalization Strategy Areas

U.S. HUD has approved eight Neighborhood Revitalization Strategy Areas (NRSA) in Miami-Dade County: Leisure City/Naranja, Goulds, Perrine, South Miami, Melrose, Model City, West Little River, and Opa Locka. Each NRSA has an elected advisory body of area stakeholders who facilitate meetings, review policies and procedures, set priority needs and allocate a percentage of CDBG funds to meet selected community needs during the annual Consolidated Request for Application Process. These meetings provide for multiple venues to hear citizen comments on the development of the Citizen Participation Plan, the Consolidated Plan, the annual Policy Paper, the annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER).

As the lead entity, DHCD will consider all public comments and to conduct citizen participation in an advisory manner. The County's citizen participation philosophy is simply that the community's involvement is essential to the development and implementation of all DHCD programs.

## DEVELOPMENT OF THE CONSOLIDATED PLAN

Before Miami-Dade County adopts a Consolidated Plan, DHCD will make available to citizens, public agencies and other interested parties information that includes:

- The amount of grant funds and/or program income Miami-Dade County expects to receive and proportionally how those funds will benefit persons of low-to-moderate income, as well as activities that may be undertaken to address high

priority needs included in NRSA strategies, Neighborhood Plans and County approved Charrette process.

- Measures to avoid displacement of families and individuals while carrying out activities under the Consolidated Plan. This includes acquiring vacant buildings and land rather than occupied buildings and land. However, where there seems to be no alternative, the following steps will be taken to assist families and individuals who are displaced:

    - Tenants and homeowners will receive those benefits provided for under the Relocation and Real Property Acquisition Act of 1970, as amended.

    - Relocation referrals are provided to persons being displaced. Various methods are utilized by the relocation staff to identify relocation sources. Those include:

        - Referrals from realtors or large rental agencies.
        - Response from owners/agents to advertisements, published in English and Spanish.
        - Signs displayed by owners/agents in various neighborhoods noted by relocation advisors and/or housing inspectors who report this information to the relocation office.
        - Word of mouth referrals from persons with whom the relocation office has dealt in the past.
        - Advertisements in English and Spanish and other non-English newspapers placed by owners/agents offering units for rent and/or sale.

    - When possible and if requested, provisions shall be made to allow displacees to relocate in the neighborhood from which they were displaced.

    - Tenants and homeowners shall be advised of their rights and responsibilities.

**Publishing the Proposed Consolidated Plan**

DHCD will publicly notice hearings to adopt the Consolidated Plan. This information will also be part of the package of information provided to persons or groups applying for funding through grant programs supporting the Consolidated Plan.

**Public Hearings**

There will be two (2) public hearings to obtain citizens' views and to respond to proposals and questions. Both hearings will be held before the Miami-Dade Board of

County Commissioners (BCC) or a designated committee of the Board. These hearings will address housing and community development needs, development of proposed activities and review of program performance. The hearings will be held in a public facility that is easily accessible to the public including persons with disabilities. The place, date and time of these hearings will be determined by the County Manager in consultation with the Chairperson of the Board of County Commissioners or the Chairperson of the Board's designated committee.

The first public hearing will be held during the development of the Consolidated Plan. To guide the process of soliciting proposals for funding, a policy paper will be presented to the Board of County Commissioners or a designated committee of the Board. The views of citizens on housing and community development needs, including priority non-housing community development needs will be considered.

The second public hearing will be held to adopt the Consolidated Plan. The Board of County Commissioners or a designated committee of the Board will review program performance, including the performance of ongoing activities, in their consideration of adopting the annual action plan. During the public hearing, the board will consider the comments or views of citizens received orally, or in writing, in preparing to adopt the proposed consolidated plan.

Together the two public hearings shall address, in addition to the above issues, community development and housing needs, development of proposed activities, and review of program performance.

The Community Advisory Committees (CACs) for the Neighborhood Revitalization Strategy Areas will have the opportunity to review and comment on the Consolidated Plan, prior to its adoption. The CAC meetings will provide citizens from the NRSAs with a reasonable opportunity to comment on the Consolidated Plan.

A public notice summarizing the action to be taken at each public hearing will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons, at least fifteen (15) days prior to the hearing. Notice of the hearings shall be published on the DHCD website (http://www.miamidade.gov/ced) and the County Calendar (http://www.miamidade.gov). The notice shall provide information on the time, location and subject of the hearing, and state that accommodations for the disabled or non-English speaking residents will be made available for free upon advance request, at least five (5) days prior to public the hearing.

Copies of the Consolidated Plan will be distributed to regional public libraries, the Office of American's with Disabilities Coordination, the Homeless Trust and through the Miami-Dade Community Action Agency neighborhood network. Copies of the Consolidated Plan will also be available at the DHCD office, located at 701 NW 1st Court, 14th Floor, Miami, FL 33136, during regular business hours.

This public notice period, as required by U.S. HUD, allows for citizens to respond to the proposed Plan before it is adopted by the Board of County Commissioners. Citizens will have at least thirty (30) days to provide comments on the Consolidated Plan. A public hearing may be held at any time during the public comment period. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan. Written responses to citizen complaints and grievances, including procedures that citizens must follow when submitting complaints and grievances, shall be issued within fifteen (15) working days of receipt of the complaint or grievance, where practicable.

Every effort will be made to increase public awareness and participation for public hearings through additional methods of advertising in order to obtain citizen's views in response to the proposals concerning the consolidated plan.

## CRITERIA FOR SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN

A substantial change for a planned or actual activity will require an amendment to the Plan. A substantial change is any change in purpose, scope, funding amount, location and/or beneficiaries of an activity, which actually and/or materially affects one or more of the preceding in the manner stated below:

- An activity assumes a new purpose.
- The scope of activity is increased by 50% or more.
- The minimum change in the cost of an activity is $125,000 or more, or
- An activity's services are redirected outside of the previously agreed upon strategy areas.

Amendments, which affect established target areas will be submitted to the respective Neighborhood Advisory Committees for review and comment during the committee's next regularly scheduled meeting in order to provide citizens with a reasonable opportunity to comment on any substantial amendments to the Plan.

A public notice summarizing the amendment(s) will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons, at least 15-days prior to the hearing. Copies of the amendments will be available at the DHCD office, located at 701 NW 1st Court, 14th Floor, Miami, FL 33136, during regular business hours. Notice of the hearing shall also be published on the DHCD website (http://www.miamidade.gov/ced) and the County Calendar (http://www.miamidade.gov). The notice shall provide information on the time, location and subject of the hearing, and state that accommodations for the disabled or non-English speaking residents will be made available for free upon advance request, at least five (5) days prior to public the hearing.

This public notice period, as required by U.S. HUD, allows for citizens to respond to the proposed amendment before it is adopted by the Board of County Commissioners.

Citizens will have not less than thirty (30) days to provide comments on the proposed amendment(s). A public hearing may be held at any time during the public comment period. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan.

## PERFORMANCE REPORTS

Before DHCD submits the annual CAPER to U.S. HUD, a public notice announcing the availability of the report will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. Copies of the report will be available at the DHCD office during regular business hours. The notice will allow for a 15-day period during which DHCD will receive comments on the performance report before its submission. The Miami-Dade Department of Housing and Community Development will consider any comments or views of citizens received in writing or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the performance report.

## MEETINGS

Miami-Dade County has adopted a Citizen Participation Plan that establishes a formal structure through which residents may participate in the planning, implementation and evaluation of the program in an advisory role. Residents are afforded the opportunity to help identify community conditions and determine community needs, help develop corrective strategies and monitor their progress and effectiveness. To foster the most effective citizen participation process possible, Miami-Dade County will make reasonable efforts to ensure continuity of residents' involvement by encouraging continuous participation throughout all stages of the process, from initial planning through assessment of performance.

Public meetings will be held in each of the NRSAs no less than four times per year to provide residents an opportunity for input into all phases of the process. The meetings will be for the general purpose of providing residents with information, soliciting their views and providing them with an opportunity to comment on Miami-Dade County's community development needs and performance.

As a public body, the CACs are subject to the Florida Sunshine Law (Sunshine Law). The Sunshine Law requires:

- All meetings must be open to the public;
- Reasonable notification of such meetings must be given; and
- Minutes of the meetings must be taken.

## ACCESS TO RECORDS

Pursuant to Florida statutes, all information and records relating to the development of the Consolidated Plan and Miami-Dade County's use of funds awarded under the

Consolidated Plan will be on file at the Department of Housing and Community Development, 701 NW 1 Court, Suite 1400, Miami, FL. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday. It is closed on holidays. The public has access to these records for the current year and four years after the performance report is submitted to U.S. HUD.

## TECHNICAL ASSISTANCE

Upon request, technical assistance will be provided to groups representing low-and-moderate income persons, including persons with disabilities or other special needs with the completion of applications or proposals for funding assistance under any of the programs covered by the Consolidated Plan, as well as the preparation of a budget for any proposed activity.

## COMPLAINTS

Complaints from citizens received in writing or orally at public hearings, in the development of the final Consolidated Plan, amendments to the plan, or the performance report, will be summarized and attached to the final consolidated plan, amendment of the plan or performance report. A summary of comments or views not accepted and the reason thereof will also be attached. Citizens' written complaints will receive a response in writing within fifteen (15) days of receipt of the complaint, where practicable.

# PART II:

## COMMUNITY ACTION AGENCY

### OVERVIEW OF COMMUNITY ACTION AGENCY

Community Action Agencies (CAAs) are private non-profit or public organizations that were initially created by the federal government in 1964 to combat poverty in geographically designated areas. The Miami-Dade County Community Action Agency is one of a number of CAAs nationally that are part of a local government structure. Status as a CAA is the result of an explicit designation by local or state government. A CAA has a tripartite board structure that is designed to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives and especially low-income residents in assessing local needs and attacking the causes and conditions of poverty.

**Comment [d1]: General Comment:** Julie added this statement in order to make sure people undestood that the Miami-Dade CAA was part of the local government and not a private non-profit, as is the case in other jurisdictions.

### PURPOSE AND MISSION

A substantial portion of the funding for CAAs comes from the Community Services Block Grant (CSBG), which was created in 1981 by the Omnibus Budget Reconciliation Act.

The purpose of the CSBG Act, as amended by the Coats Human Services Act of 1998, is "to provide assistance to States and local communities, working through a network of CAAs and other neighborhood based organizations, for the reduction of poverty, the revitalization of low-income communities and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient".

A CAA carries out its mission through a variety of means including: (a) community-wide assessments of needs and strengths, (b) comprehensive anti-poverty plans and strategies, (c) provision of a broad range of direct services, (d) mobilization of financial and non-financial resources, (e) advocacy on behalf of low-income people and (f) partnerships with other community-based organizations to eliminate poverty. A CAA involves the low-income population it serves in the planning, administering and evaluation of its programs.

Six national goals were developed by the U.S. Department of Health and Human Services in 1994 for community action. Those goals are:

- Goal 1: Low-income people become more self-sufficient.
- Goal 2: The conditions in which low-income people live are improved.
- Goal 3: Low-income people own a stake in their community.
- Goal 4: Partnerships among supporters and providers of services to low - income people are achieved.

- Goal 5: Agencies increase their capacity to achieve results.
- Goal 6: Low-income people, especially vulnerable populations, achieve potential by strengthening family and other supportive systems.

## MIAMI-DADE COMMUNITY ACTION AGENCY STRATEGY & APPROACH

The CSBG Act requires the formation and maintenance of a tripartite board, for a CAA, as the critical structure to assure decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of programs funded under CSBG. The tripartite board must be constituted such that:

- One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives;

- Not fewer than one-third of the members are persons chosen in accordance with a democratic selection procedure adequate to assure that these members are representatives of low-income individuals and families in the neighborhood served; and

- The remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education or other major groups and interests in the community served.

Although the State of Florida has the option to develop a different mechanism for public CAAs, such as Miami-Dade CAA, the State has utilized the requirements cited above as the framework for public CAAs as well.

CAA, in its desire to fully engage the community, employs a two-tiered approach to the engagement of the community. The Community Action Agency Board (CAAB), as the tripartite board for Miami-Dade County, is duly responsible to ensure the involvement of all three sectors in advocacy, resource mobilization, education and service delivery to impact the incidence of poverty in Miami-Dade County. Recognizing the magnitude of the geography of Miami-Dade County, the formation of community advisory committees in targeted communities provides CAA with an enhanced opportunity to maximize representation of low-income residents, to reduce isolation of those communities and to present a unified voice to address community attitudes and practices toward the poor and to impact the allocation of public and private resources for the reduction or elimination of poverty.

**Comment [b2]:** Isnt this actually called the "Community Action Agency Board" (CAAB) skm& Do a search throughout

Community Advisory Committees consist of two structures: the CAA CAC and the CAA/DHCD CAC. The CAA Community Advisory Committees focus on social concerns impacting their neighborhoods. In communities where CAA and DHCD share the same boundaries, the CAA/DHCD Community Advisory Committees, in addition to social concerns, focus on issues related to the community and economic development of their neighborhoods.

Community Advisory Committees consist of two structures. The CAA CACs are intended serve as the advisory committees for the Target Areas, and the CAA/DHCD CACs are the advisory committees for the joint Target Areas/Neighborhood Revitalization Strategy Areas (NRSAs). The CAA Community Advisory Committees for the Target Areas focus on social concerns impacting their neighborhoods. In communities where Target Areas and NRSAs share the same boundaries, the communities have joint CAA/DHCD Community Advisory Committees. In addition to social concerns, the joint CACs focus on issues related to the community and economic development of their neighborhoods.

## STRUCTURE AND SCOPE

Through the formation of CACs, residents are empowered to effectively speak directly on behalf of their interests and views within their immediate areas and within the broader community while working together to reach solutions to problems. Central to the plan is the establishment of two citizen participation structures on the neighborhood level and on a countywide level. To better maximize the use of local resources, the Community Advisory Committees must develop and nurture positive relationships with private and public sector entities to improve the quality of life in low-income neighborhoods. The neighborhood structure exists in the form of Community Advisory Committees. The countywide structure exists in the form of a Community Action Agency Board. Throughout its history, the Community Action Agency Board mandated that:

- There shall be a Community Advisory Committee in each of the identified target areas as established by Citizen Participation Guidelines of CAA and adopted by the County Commission.

- Each Community Advisory Committee shall serve in an advisory capacity to the Community Action Agency Board and shall have the opportunity to recommend, plan and conduct neighborhood projects.

- Each Community Advisory Committee may establish subcommittees deemed necessary to carry out the neighborhood projects.

- Guidelines for community advisory committees, established by the Community Action Agency and adopted by the Board of County Commissioners, shall govern the Community Advisory Committees.

## LEADERSHIP DEVELOPMENT

Critical to the Community Action Agency philosophy is the need for residents of low-income communities to become advocates and to play a central role in public policy initiatives and programs that have a direct impact on their environment. The CAA's objective is to reduce the isolation of the poor and to improve communication between themselves and policy-makers. The ultimate objective is not to speak for the people,

but rather to enable them to speak for themselves. To better equip the Advisory Committees in fulfilling their advocacy mission and making sound decisions, CAA must provide CAC members with capacity building and leadership development training to support their efforts in the building of better communities.

# PART III:

## COMMUNITY ADVISORY COMMITTEE GUIDELINES

### NAME

Each Community Advisory Committee (CAC) will be identified by the name of its Target Area or Neighborhood Revitalization Strategy Area (NRSA). Each committee will represent the Target Area or NRSA whose boundaries are recognized by the Board of County Commissioners.

### MEMBERSHIP

The Community Advisory Committees will consist of residents and area stakeholders. Stakeholders are those individuals who may be impacted by the outcome of the initiatives that will be developed in the Target Area/NRSA. Stakeholders are defined as residents, property owners, business owners or persons employed in the Target Area/NRSA.

### A. COMMUNITY ADVISORY COMMITTEE COMPOSITION

- In order to serve as a member of any CAC, you must be at least eighteen (18) years of age and a registered voter in Miami-Dade County.

- The Department of Housing and Community Development (DHCD), the CAA/DHCD and the Community Action Agency (CAA) Advisory Committees will consist of thirteen (13) members. Members must be residents, property owners, business owners, or employed in the Target Area/NRSA.

- The DHCD Advisory Committees will consist of four (4) Officers and nine (9) Members, as follows:

    - Chairperson
    - Vice-chairperson
    - Secretary
    - Parliamentarian
    - 9 Members

- The combined CAA/DHCD Advisory Committees will consist of five (5) Officers and eight (8) Members. Of the eight members, each CAA Advisory Committee may have two (2) non-resident, non-stakeholder members that shall be appointed by the CAA Advisory Committees. The remaining eleven (11) members shall be duly elected. The configuration of the CAA/DHCD Advisory Committee shall be as follows:

**Comment [d3]: Question for Alton:** Julie would like to know why there is a difference in the compositions of the committees. What is that based on? Why are they not consistent?

This is the time to change if Julie wants to change, then aske her what she wants and put it in the document before 5
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- Chairperson
- Vice-chairperson
- Secretary
- Parliamentarian
- CAA Board Representative Alternate
- 8 Members

- The CAA Advisory Committees will consist of five (5) Officers and eight (8) Members. Each CAA Advisory Committee may have two (2) non-resident, non-stakeholder members that shall be appointed by the Committee. The remaining eleven (11) members shall be duly elected. The configuration of the CAA Advisory Committee shall be as follows:

  - Chairperson
  - Vice-chairperson
  - Secretary
  - Parliamentarian
  - CAA Board Representative Alternate
  - 8 Members

- Miami-Dade County staff employed by DHCD or CAA are ineligible to be Advisory Committee members. Staff may, however, participate in discussions at meetings of any Committee. Any person who works for an agency that receives funds from DHCD/CAA may serve as a member of the Advisory Committee but must adhere to rules of conflict of interest.

- Miami-Dade County staff employed by Miami-Dade County departments other than DHCD or CAA may serve as Committee members provided they reside within the target area, however employees of Miami-Dade County are not eligible if they merely work, own property, or operate a business in the target neighborhood.

**Comment [d4]: Question for Alton:** Julie would like to know why there is a difference in the compositions of the committees. What is that based on? Why are they not consistent?

This is the time to change if Julie wants to change, then aske her what she wants and put it in the document before 5
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## B. TYPES OF MEMBERSHIP

There are two types of membership in the Community Advisory Committee: Member and Officer.

### MEMBERS

A Member of the Advisory Committee must be a stakeholder in the Target Area/NRSA.

The committee may consider using one (1) parent of a child currently enrolled in Head Start/Early Head Start who will represent Head Start and one (1) young adult representative (age 18 – 25). However, this is not a requirement.

**SUB-COMMITTEES**

- The Sub-Committees shall comply with all of the rules governing the Community Advisory Committee and are subject to Florida's Government-in-the-Sunshine Laws.

- A maximum of two Sub-committees are allowed and are limited to Housing, and Capital Improvements/Economic Development.

- Sub-committee meetings must be held on the same day as the regularly scheduled CAC meeting.

- A minimum notice of forty-eight (48) hours of the Committee members is required.

- A notice must be posted on the County Calendar a minimum of twenty-four (24) hours prior to the meeting.

**VACANCIES**

A vacancy on the Committee will be determined to exist under the following conditions:

- Absence from three (3) consecutive meetings without proper notification or an excused absence.

- Recall or removal in accordance with the Citizen Participation Guidelines.

- Upon resignation.

Attendance will be verified by a sign-in sheet. Only communication with CAA or DHCD staff in advance of the meeting will be accepted as “proper notification” for an excused absence. An excused absence includes, sickness, travel, family emergency, or significant commitments, such as work related commitments. At the subsequent Committee meeting, the CAC will consider and vote whether to approve the request for the excused absence.

If a member has two (2) unexcused absences within a calendar year, a warning letter will be sent from the Chair of the CAC to the member. When a member attains three (3) unexcused absences within a calendar year, a letter will be sent to the member from the Chair of the Committee indicating that they are no longer on the CAC.

If a member has two (2) unexcused absences within a calendar year, the Chair of the CAC will present a warning letter for the member at the next regularly scheduled meeting. Following the warning letter, when a member attains three (3) unexcused absences within a calendar year, the Chair of the Committee will present a letter at the next regularly scheduled meeting indicating that the member is no longer on the CAC, at which point the Committee may take a vote to remove the Board member. If the member is not present at any of the aforementioned Committee meetings, the Committee may request for County staff to send the letter/s to the member.

When for any reason, a vacancy occurs, the CAC will nominate and elect a new member at the next regularly scheduled meeting. The new member shall be subject to the eligibility requirements for CAC members and must provide the required documentation. If a replacement is not made within thirty (30) days from the date of the letter, the seat shall be deemed vacant and non-voting. The size of the Committee will be reduced for the remaining months in the Committee's calendar year so that the quorum is not affected.

**OFFICERS**

The Officers of the Community Advisory Committee shall be elected from the body of the committee members. Officers of the CAC will include:

- **Chairperson** - The Chairperson will preside at all Committee meetings. Chairpersons will provide subcommittees the opportunity to form and present their recommendations to the membership for action, will reflect any action approved by the full membership rather than actions of individual members and will assist staff in the preparation of agendas;

- **Vice-Chairperson** - The Vice-Chairperson will, in the absence of the Chairperson, become Acting Chairperson of the committee with all the rights, privileges, and powers afforded to the Chairperson. In the case of a lack of attendance, resignation, recall or death of the Chairperson, the Vice-Chairperson will automatically become the Chairperson.

- **Secretary** - The Secretary will be responsible for drafting Committee correspondence and recording all minutes and other records of the Committee. In the absence of the Chairperson and Vice-Chairperson, the Secretary will temporarily assume the duties of Chairperson. In the case of a lack of attendance, resignation, recall or death of the Vice-Chairperson, the Secretary will automatically become the Vice-Chairperson. In the case of a lack of attendance, resignation, recall or death of the Secretary, the Committee will nominate and elect a new Secretary by voice vote at a regularly scheduled meeting.

- **Parliamentarian (DHCD and CAA/DHCD only)** - The Parliamentarian's responsibility is to ensure that the meeting is conducted in a respectful manner and in accordance with customary rules of decorum. In the case of a lack of attendance, resignation, recall or death of the Parliamentarian, the Committee will nominate and elect a new Parliamentarian by voice vote at a regularly scheduled meeting

- **Community Action Agency Board Representative (CAA and CAA/DHCD only)** The Committee's representative to the Community Action Agency Board will serve as a liaison between the Advisory Committee and the Board. Representatives will be responsible for attending all Board Meetings, reporting to the Committee all Board actions that might affect and/or be beneficial to their target area, bringing to the Board concerns and recommendations from the Community Advisory Committee, and assuming an advocacy position on behalf of their target area in Board decisions. The Community Action Agency Board Representative must reside in the target area that they represent. In case of a lack of attendance at Community Advisory Committee and/or Community Advisory Board meetings, resignation, recall or death of the Community Action Agency Board Representative, the Committee will nominate and elect a new Community Action Agency Board Representative by a voice vote at a regularly scheduled meeting.

## C. GENERAL RESPONSIBILITIES OF MEMBERS AND OFFICERS

Members and Officers are expected to:

- Support the missions of the Community Action Agency and the Department of Housing and Community Development;
- Solicit input from the community at large;
- Attend meetings regularly; and
- Solely represent the views of the majority of the residents of the area.

## D. TERM OF OFFICE

Members and Officers of the Community Advisory Committee will be elected for three (3) year terms.

## E. ELIGIBILITY FOR MEMBER AND OFFICER

All candidates for membership must submit documentation supporting qualifications to serve on the Community Advisory Committee. All eligible candidates must demonstrate that they are at least eighteen (18) years of age

and a registered voter in Miami-Dade County. Additionally, each candidate must have current documentation, which consists of a photo identification issued by a governmental agency as proof of identity. Depending on which eligibility category you are registering under, you will need to submit one of the following:

- **Resident**
  Residents who wish to serve as a Member or an Officer must submit proof of residency within the Target Area/NRSA. Proof of residency may include:

  - A current utility bill with the candidate's name at an address within the Target Area/NRSA;
  - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area/NRSA; or
  - Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area/NRSA.

- **Property Ownership**
  Property owners who wish to serve as a Member must submit property records consisting of deeds, mortgages, homestead exemption documentation and/or mortgage payment documentation with the owners name and address showing ownership and proof that the property in question is located within the Target Area/NRSA.

- **Business Ownership**
  Business owners who wish to serve as a Member must submit documentation consisting of corporate records and evidence that the business is located within the Target Area/NRSA.

- **Employment in Target Area/NRSA**
  Employees in the Target Area/NRSA who wish to serve as a Member must submit a letter or documentation from the employer stating that the candidate's work location is within the boundaries of the Target Area/NRSA.

## F. MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for the Community Advisory Committee Member position are required to complete the Eligibility Qualification Affidavit (see attachment A) attesting that they have fulfilled the qualifying criteria and are eligible to serve as a Member. This Affidavit will also serve as temporary proof of eligibility for individuals wishing to seek membership on the Community Advisory Committee who are unable to provide the documentation cited above at the time of registration for candidacy. Completion of the Eligibility Qualification Affidavit will

allow an individual to seek membership, pending validation of the information by Miami-Dade County staff. This Affidavit must be filed with the Executive Director of the Community Action Agency or the Executive Director's designee. Staff will have a period of up to thirty (30) days to review the information. If upon review the Committee or Miami-Dade County staff finds that the information attested to in the Eligibility Qualification Affidavit is false or unsubstantiated, this may result in immediate removal from the Member position on the Committee.

# PART IV:

## RULES AND PROCEDURES GOVERNING THE VOTER REGISTRATION AND ELECTION PROCESS

### A. ELECTION ORIENTATION PUBLIC MEETING

Election orientation public meetings will be held in each target area/NRSA to educate residents and stakeholders on the election process. It is a requirement that at these meetings a minimum of fifteen (15) of the respective Target Area/NRSA residents and/or stakeholders be present. In the event that the resident attendance requirement is not met, another Election Orientation Public Meeting shall be automatically scheduled. If, at the second Election Orientation Public Meeting, the resident attendance requirement is not met, the presiding Community Advisory Committee will remain in office until the next election cycle.

Notification of the Election Orientation Public Meetings will be made ten (10) days in advance and will include the date, time, location and the purpose of the meeting. Public Notification regarding the Election Orientation Public Meetings will occur using various methods of communication (e.g. newspaper, flyer, radio and electronic mail) to ensure inclusion and facilitate maximum participation from the targeted neighborhood. At these meetings, staff will explain to participants the voting registration process, candidate qualifications and the election process for the Community Advisory Committees. The Election Guidelines and Procedures will be provided to individuals registering for candidacy during and after the Election Orientation Public Meeting. CAA Election Staff will also provide a schedule of office hours for the following activities:

- Registration for candidates and voters;
- Submission of poll watcher designation

### B. ELECTION DATE

The date and location of the election will be set by Miami-Dade County staff at the Election Orientation Public Meeting and will be scheduled within a period of no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting.

### C. REGISTRATION FOR CANDIDACY

All candidates seeking a position as a Community Advisory Committee Member must meet eligibility criteria. Registration for all candidates and voters will begin at the Election Orientation Public Meeting and will last for a period of five (5)

working days. All candidates must be pre-registered to appear on the ballot and be considered for election. No write-in candidates will be accepted.

## D. CANDIDATE NOTIFICATION

After the closing of the registration period, CAA Election Staff will:

- Notify candidates of their eligibility within five (5) working days following the close of the registration period.
- Upon request, provide a list of candidates who have (to date) registered to be placed on the ballot.
- Notify candidates of their ineligibility within five (5) working days following the close of the registration period.

## E. TARGET AREA/NRSA VOTERS

Participation in the Target Area/NRSA elections will allow community residents and stakeholders the opportunity to contribute to a process that provides input on projects and issues that affect the social and economic well being of their Target Area/NRSA. This section will inform residents and stakeholders on how to qualify and register to vote in their area elections.

### VOTER ELIGIBILITY

Community Advisory Committee Members are elected by individuals who have been verified to be eligible voters in the Target Area/NRSA Community Advisory Committee election. Only those individuals who have been verified, and deemed qualified will be eligible to vote. Each voter in the Community Advisory Committee (CAC) elections must be at least eighteen (18) years of age, be a registered voter in Miami-Dade County, and be either a resident, property owner, business owner and/or employed in the Target Area/NRSA.

### VOTER QUALIFICATIONS

In order to qualify as an eligible voter, a person will need to present a current photo identification issued by a government agency as proof of identity and one of the following:

- **Resident**
  Residents who wish to vote must submit proof of residency within the Target Area/NRSA. Proof of residency may include:

  - A current utility bill with the resident's name at an address within the Target Area/NRSA;

- Deeds, mortgages or homestead exemption documentation with the resident's name and an address within the Target Area/NRSA; or
- Official correspondence from a governmental agency indicating the resident's name and an address within the Target Area/NRSA.

- **Property Ownership**
  Property owners who wish to vote must submit property records consisting of deeds, mortgages, homestead exemption documentation and/or mortgage payment documentation with the owners name and address showing ownership and proof that the property in question is located within the Target Area/NRSA.

- **Business Ownership**
  Business owners who wish to vote must submit documentation consisting of corporate records and/or evidence that the business is located within the Target Area/NRSA.

- **Employment in Target Area/NRSA**
  Employees in the Target Area/NRSA who vote must submit a letter or documentation from the employer stating that the voter's work location is within the boundaries of the Target Area/NRSA.

## CAC ELECTION VOTER REGISTRATION

Registration of voters for the CAC elections will begin at the Election Orientation Public Meeting and will last for a period of five (5) working days. Voter registration for the CAC elections must be done in person. During the voter registration period, those individuals wishing to vote in the Community Advisory Committee election must register with Miami-Dade County staff at the Target Area/NRSA office and complete a CAC election voter registration form (see Attachment B).

Registration will not reopen on the day of election.

At the end of the CAC election voter registration period, the CAA staff will review the voter registration form and the supporting documents for accuracy. Staff will then do the following:

- Develop the roster of qualified voters;
- Compile the registration forms of all qualified voters; and
- Provide the qualified voters list to CAA election staff to use on Election Day.

## F. ELECTION PROCEDURES

- **DHCD Only**
  If there are more than thirteen (13) qualified candidates, an election will take place no earlier than ten (10) and later than twenty (20) working days after the Election Orientation Public Meeting. If there are thirteen (13) or fewer qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or the Executive Director's designee for certification.

- **CAA and CAA/DHCD Only**
  Of the thirteen members in a CAA and CAA/DHCD, only eleven (11) members must be elected. The remaining two members may be appointed by the Committee. If there are more than eleven (11) qualified candidates seeking election to serve on the Committee, an election will take place no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting. If there are eleven (11) or less qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or Executive Director's designee for certification.

**Comment [b5]:** Why is this OR?

**Comment [d6]:** **Question for Alton:** On page 11, we state that each of the CACs have 13 members. Why does this section only require 11 for the CAA and CAA/DHCD committees? There are other references in the document to 11 members (See page 23 and 33)

## G. ELECTION PROCESS

This section will address the procedures and processes by which an election will be carried out in each Target Area/NRSA. The Executive Director of CAA and the Director of DHCD will appoint staff members to oversee and coordinate a joint election process.

**Comment [d7]:** **Comment for Brenda and Mandana to review:** The language was changed to indicate that CAA and DHCD will work jointly on the election.

**Comment [b8]:** OK

### POLLING HOURS

Each polling place will be open on the day of election from 10 a.m. – 7 p.m. Voters will only be permitted in the polling place at the time that they are casting their vote. Individuals in line to vote in the election at 7 p.m. will be allowed to vote.

### PROCEDURES BEFORE POLLS OPEN:

- **Voting Booths**
  Two voting booths will be provided in each Target Area/NRSA polling place.

- **Certification of the Ballot Box**
  The ballot box will be inspected by staff and witnesses to insure that it is empty and sealed with a numbered seal. The seal number is recorded on the election certificate, which is then signed by the CAA Election Staff.

- **Qualified Voters List**
  CAA Election Staff must have a roster of qualified voters at the election table to verify voter eligibility.

- **Ballots**
  CAA Election Staff must ensure that there are sufficient ballots.

## H. POLL WATCHERS

A candidate requesting poll watchers must do so in writing; the request must include a list of poll watchers which the candidate has selected. The request for poll watchers must be submitted to the designated staff person no later than twenty-four hours prior to the day of the election. The schedules of each Target Area/NRSA office hours for poll watcher designation will be provided at the Election Orientation Public Meeting. A candidate may have up to a maximum of three (3) poll watchers. However, each candidate may have only one (1) poll watcher in the polling place at any one time during the election. If a candidate submits the names of more than one poll watcher for any polling place, the list must also contain the time periods in which each watcher is to be present in the polling place. Substitutions will not be permitted once the list is submitted.

**Comment [d9]: Question for Mandana and Brenda:** Should candidates select the poll watchers? We added language that the poll watchers must be selected consistent with federal and local election laws

- Each poll watcher must be a qualified and be registered to vote in the Target Area/NRSA election in which the candidate is running for membership. No candidate or member of the candidate's immediate family, to include parents, brothers, sisters, spouse, or children, shall be designated as a poll watcher. Poll watchers must adhere to the direction of CAA election staff.

- The purpose of a poll watcher is to observe the conduct of the election. If a poll watcher witnesses election irregularities or violations of the election that do not comply with these guidelines, they must inform staff. If the staff person is perceived to be the one at fault, the poll watcher may call the office of the Executive Director of the Miami-Dade County Community Action Agency.

- Poll watchers are not to speak to or interfere in anyway with any poll worker or any voter, with the exception of when entering the polling place. The poll watcher must give their name and provide current photo identification, issued by a government agency, as proof of identity to

staff. Such will be used to verify that they have been designated to serve as a poll watcher at that polling place.

- Poll watchers are not allowed in the registration and check-in areas at any time, and are prohibited from wearing or distributing campaign materials or in any way campaigning for any candidate.

**Comment [b10]:** OK – I added a few words here.

## I. PROHIBTED ACTIVITIES

The following activities are not permitted within a polling place or the building in which it is located on the day of election:

- Distribution of any political or campaign material;
- Solicitation of any vote, opinion, or contribution for any purpose;
- Solicitation of a signature on any petition;
- The sale of any item except in an established place of business;
- Campaign material or literature shall not be posted within a polling place or the building in which it is located;
- Candidates are not permitted within a polling place or the building in which it is located during the hours of voting on the day of any election except for the purpose of casting their vote. This provision does not apply to candidates whose regular place of employment is within the confines of the building in which the polling place is located, nor to clients participating in activities or services provided within the building. However, in neither case are they allowed in the designated polling place except to vote.
- Entrance into the polling place by any person who is not in line to vote from the opening to the closing of the polls, except the officially designated poll watchers, and CAA election staff.
- Voters who come to cast their ballots are allowed to wear campaign materials.

## J. VOTING PROCEDURE

Voters will be directed to a registration check-in table, where they will provide current photo identification, issued by a government agency, as proof of identity to the CAA election staff. The election staff will locate the voter's name in the roster of qualified voters and will ask the voter to sign their name in the designated space on the roster. If the voter is unable to write, they will sign with a mark, which will be initialed by staff. Staff will then compare the signature on the voter roster with the signature on the voter's registration form, and, if necessary, require other identification. Staff will then issue, to the voter, the ballot. CAA Election Staff will provide at each polling place a fictitious sample ballot (Attachment C) to be used in instructing voters on how to vote. Upon request, staff may provide individual voters further instruction by using the

sample ballot. The voter will, without leaving the polling place, enter the voting booth alone to cast the ballot, unless the person requires assistance.

## K. BALLOTS

- **Spoiled Ballots**
  Any voter, who spoils a ballot, will return it to the inspector who will immediately destroy it without examination, and give the voter another ballot. In no case will a voter be furnished with more than three ballots. The inspector will keep a record of all ballots destroyed.

- **Ballot Assistance**
  Any voter who registers to vote in any election and is unable to read or write or because of some physical disability, needs assistance in voting, may request assistance of election officials or some other person during the election, to assist them in casting their vote.

## L. CLOSING THE POLLS

At 7:00 p.m., CAA election staff will make a public announcement that the last voter in line at that time will be the last person permitted to vote. Those voters standing in line at 7:00 p.m. will be allowed to cast their ballot.

After the last vote has been cast, the CAA election staff will declare the polls closed. At that time, all candidates, poll watchers, and members of the news media may enter the polling place to witness the breaking of the seal on the ballot box.

## M. VOTE TABULATION

After all eligible voters have cast their ballots and the polls are officially declared to be closed, the vote tabulation of the Community Advisory Committee election will proceed as follows:

- Before the tabulation begins, staff may request witnesses to designate two individuals to assist in witnessing the reading of the names and the recording of the votes on the tally sheet. In addition, these witnesses will also sign the election certificate certifying the results of the election;

- CAA Election Staff will then tabulate the results by one staff person calling out the name on each ballot and another staff person recording the vote. The eleven candidates for CAA and CAA/DHCD only and thirteen (13) candidates for DHCD only with the highest number of votes will be elected.

- The CAA Election Staff will certify and issue a preliminary certification of the election results;

- Each member of the CAA Election Staff and the designated witnesses will then sign the election certificate; and

- In the event of a tie, a runoff election will take place at the next regularly scheduled Community Advisory Committee meeting following the Target Area/NRSA election. A notice of the runoff election will be sent to all registered voters of the Target Area/NRSA. A vote by ballot will be held to decide the outcome of the runoff election.

## N. PROTEST OF ELECTION RESULTS

Any candidate or voter registered and qualified to vote in a CAA CAC or CAA/DHCD CAC election will have the right to protest the results as being erroneous by filing with the Executive Director of the Community Action Agency a sworn, written protest within five (5) business days following the day the election is held. Protests related to the DHCD CAC elections should be filed with the Director of DHCD.

## O. ELECTION CERTIFICATION

The Executive Director of the Community Action Agency will certify the results of the Election within five (5) business days following the date of the election (barring a protest of the election results). Prior to certifying the results, the Executive Director of the Community Action Agency will have reviewed all letters of protest, investigated the allegations, and taken any action deemed necessary to address election concerns. The Executive Director/Designee will notify the candidates of the election results via U.S. mail.

**Comment [d11]: Question for Mandana:** Julie indicated that 5 days do not provide adequate time to review, investigate and take actions on election concerns. Can we change this to 10 days or is there a standard that we must follow? Also, since the elections are being jointly coordinated should it only be the Executive Director of the CAA who certifies the election?

## P. ELECTION OF OFFICERS

Election of Officers shall be held within thirty (30) calendar days following the final certification of the members. Miami-Dade County staff will convene the newly elected Community Advisory Committee to elect from among themselves, the Officers of the Community Advisory Committee. The nomination and election of the Officers will take place by voice vote. In case of a tie, the election process will be repeated. If the tie is not broken following the second vote, the tie shall be broken by the toss of a coin. The coin must fall on the floor after it is tossed.

**Comment [m12]:** There should be a better way then flipping a coin.

**Comment [d13]:** I agree. A coin toss makes this process susceptible to ridicule. I can't say it's illegal, but it does seem there should be a better way.

## Q. DUTIES AND RESPONSIBILITIES OF STAFF

CAA/DHCD staff will provide notices of all Community Advisory Committee meetings and meeting agendas to each Advisory Committee member in writing at least five working (5) days in advance of the meeting. CAA/DHCD staff will be

responsible for ensuring that minutes of all Committee meetings are prepared and that all official action taken by the Community Advisory Committee is included. Minutes will be forwarded to all members prior to the next scheduled meeting and available for public inspection upon request. In communities where there are numerous non-English speaking residents, meeting notices, agendas and summaries of minutes will be provided in the language(s) represented in the communities. Appropriate interpreters will be available during meetings, if possible. At least once a year, a training session for Community Advisory Committee members will be held by a training team of the Community Action Agency. The areas of training will include: HHS Policies and Guidelines, Community Advocacy, Leadership Development, and Project Planning and Evaluating.

## R. DUTIES, RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

After being elected, there are certain duties, rights and responsibilities that all members of the Community Advisory Committee must observe. There are also restrictions that govern the activities of Advisory Committee members. They are as follows:

- **QUORUM**
  The Quorum required for any meeting of the Community Advisory Committee will be fifty percent (50%) plus one of the current members. In the absence of a quorum, the Advisory Committee can take no lawful action.

- **PARTICIPATION**
  Participation at Community Advisory Committee meetings, excluding voting, will be open to all interested persons. Voting, however, will be restricted to the members of the Advisory Committee. Each Committee member will have one vote. Voting by proxy or absentee ballot will not be permitted. Provided a quorum is present, a simple majority of those voting will be sufficient to take action in accordance with the Community Advisory Committee Guidelines on those issues that are in support of the missions of the Community Action Agency and the Department of Housing and Community Development.

- **OBJECTIVES OF THE ADVISORY COMMITTEE**
  It will be the responsibility of the Advisory Committee to initiate and to assume a leadership role in the Target Area/NRSA in order to address the following objectives:

  - Support the missions of DHCD and/or CAA.
  - Conduct Target Area/NRSA meetings.
  - Involve all persons who have an interest in the Target Area/NRSA.

- Make people aware of Target Area/NRSA conditions and encourage the improvements of those conditions.
- Identfiy problems and issues in Target Aresa/NRSAs.
- Identify alternative projects.
- Facilitate two-way communication with government representative and Target Area/NRSA residents.
- Recommend priorities within the purview of DHCD/CAA.
- Provide an opportunity for the discussion of Target Area/NRSA problems and related issues directly related to CAA or DHCD.
- Review the progress of Target Area/NRSA activities

- **DISCLOSURE**
  All Community Advisory Committee members are required to disclose any affiliations they have with any organization or person that may have business before the Community Advisory Committee. Upon election, at the first meeting, each member shall disclose, for the record, these affiliations. In the event, the member becomes affiliated with an agency during their tenure, after the first meeting, this must be disclosed at the next scheduled meeting.

## S. ORDER OF BUSINESS

The order of business for Committee meetings may constitute the following:

- Acceptance of Agenda
- Minutes of Preceding Meeting
- Reports of Officers
- Reports of Subcommittees
- Reports of Staff
- Unfinished Business
- New Business
- Announcements
- Adjournment

## T. SPECIAL MEETINGS

Special meetings may be held under the following conditions:

- When requested at a regular meeting by a majority vote of the members present subject to county staff availability.
- When requested in advance, at a regularly scheduled meeting, by one-third of the members of the Committee and subject to county staff availability

**Comment [m14]:** Will they write to you individually? If they have to get together to write this it may be in violation of the Sunshine Law.

- When called by Miami-Dade County staff.
- May only be held based upon availability of staff
- Requires a minimum notice of forty-eight (48) hours of the Committee members
- Must be noticed on the County Calendar a minimum of twenty-four (24) hours
- Are subject to the Sunshine Law

## U. DUTIES OF THE ADVISORY COMMITTEE

In pursuit of the objectives indicated above, the Community Advisory Committee will:

- Convene to establish the regular meeting time and schedule of the Community Advisory Committee that will allow for maximum citizen participation. This will occur within thirty (30) calendar days following the final certification of members.

    - Hold all meetings in a Miami-Dade County facility, which is accessible and amenable to community residents.
    - Assist in providing sufficient notice of meetings to community residents.
    - Establish subcommittees consisting of members and non-members as necessary and appropriate.
    - Review and take official action on sub-committee reports.
    - Make every effort to address and resolve Target Area/NRSA concerns within the Target Area/NRSA prior to being referred to the departmental level. Only matters approved by the majority vote of the members present may be referred to any other level.

- The Advisory Committee participates in program planning, monitoring, and evaluation of activities and programs within their community. In performance of this duty the Advisory Committee will:

    - Provide an opportunity for residents to identify needs or problems in their community as they relate to DHCD/CAA missions.
    - Encourage residents to propose viable solutions to identified needs and problems in their community as they relate to DHCD/CAA missions.
    - Elicit the recommendation and set program or neighborhood priorities from the Target Area/NRSA residents.
    - Review progress of activities within the Target Area/NRSA.
    - Enhance community input in planning Section 3 activities

## V. RESTRICTIONS ON ADVISORY COMMITTEE MEMBERS

No Advisory Committee member will have the authority to change actions as voted upon by the Advisory Committee as a whole; all recommendations submitted will reflect the vote of the majority. No Advisory Committee member may represent themselves as a spokesperson for the Community Advisory Committee on ideas, issues or proposals, unless it has been pre-approved and authorized by the Advisory Committee as a whole. Nor may any Advisory Committee member appear before official public bodies, as a representative of the Advisory Committee (i.e. County Commission, City Commission, School Board, etc.) unless authorization to represent the Advisory Committee has been voted upon by a majority of the Community Advisory Committee. Any willful violation of the provisions of this section by a member of the Advisory Committee will be grounds for recall.

## W. CONFLICT OF INTEREST

Any member who holds a board position or is employed by any agency receiving funds from CAA or DHCD shall be able to retain or run for a position on a Community Advisory Committee as long as the following conditions are adhered to:

- A member must recuse him/herself and physically leave the room while any discussion arises that involves funding decisions related to that agency or any discussion about that agency in general.

- The records of the meeting must reflect the above-required actions of the member.

An Advisory Committee member whose immediate family (defined as spouse, parents and/or children of the person involved) receives a financial benefit or serves as a Board member of an organization that may benefit as a result of action before that Advisory Committee will make known that interest and must refrain from voting and follow the process for recusing him/herself from the meeting.

The CAC Chairperson shall automatically remove any member found to have violated the conflict of interest policy. In the event the Chairperson is the member who has violated the policy, the next highest-ranking Committee member shall remove the Chairperson and thereby follow Part III – Community Advisory Committee Guidelines, Section B – Types of Membership to govern the Committee.

All members of the CAC are subject to the Conflict of Interest and Code of Ethics Ordinance (Section 2-11.1 of the Code of Miami-Dade County), as amended from time to time.

## X. RECALL OF A MEMBER

A Target Area/NRSA stakeholder may initiate a recall of a member of the Community Advisory Committee for malfeasance or misconduct. Allegations of malfeasance and misconduct must be supported by concrete evidence.

The stakeholder must notify the Community Advisory Committee in writing regarding the allegations against a member or an officer of the CAC.

**Recall is a two-step process.**

1. **Community Advisory Committee Action**
   The role of the Community Advisory Committee is to make a decision based on the evidence presented whether or not there are sufficient grounds to refer the matter by a 2/3 vote to the appropriate department for a binding hearing.

   The Community Advisory Committee will allow both the stakeholder and the Committee member involved an opportunity to present their evidence at a regularly scheduled meeting. Upon the conclusion of the presentation of the evidence, the Committee will vote on whether to proceed to a formal hearing. In this instance, the member(s) or officers(s) involved in the action must refrain from voting.

2. **Departmental Hearing**
   The Community Advisory Committee will forward all documents related to the petition for recall to the Executive Director of CAA, if the CAC is within a Target Area, or to the Director of DHCD, if the CAC is within a NRSA. The respective director will create a hearing committee. The hearing committee shall have a maximum of five (5) people. The hearing committee will notify the stakeholder and the Committee member involved of the date, location and time of the hearing within a thirty (30) day period of its creation. At the binding Hearing all parties shall present their arguments to the Hearing Committee. The parties shall agree to accept the committee's decision and waive any rights to subsequent action. The action of the hearing committee shall be final and binding.

**Comment [d15]:** **Comment for Mandana:** Julie felt that we need to specify the composition of the hearing committee. We added some language to address this. Please review to ensure the language is fine.

## Y. REIMBURSEMENT (CAA and CAA/DHCD Advisory Committees only)

Reimbursement is a payment made to an individual to cover the cost of certain expenses actually incurred as a result of attendance at a meeting or in performance of other official duties and responsibilities in connection with a Community Action Program.

- **Meetings:** A meeting is considered to take place (for purposes of reimbursement only) when proper notification has been made inviting the participants to attend even if no quorum is achieved.

- **Travel:** Travel reimbursement may be made to and from official appointments by the least expensive, convenient means of transportation. This may be by public transportation. Requests for travel reimbursement shall be subject to the availability of funds.

**Comment [d16]: Question for Alton:** Please check the CSBG regulations on the specific requirements and on the language that should be used.

## Z. PROCEDURES REGARDING RIGHT OF PETITION, WAIVER REQUESTS AND AMENDMENTS

When citizens feel inadequately represented on the Advisory Committee, they are permitted to propose amendments to these guidelines. Any such proposals shall be submitted to the DHCD and/or CAA Executive Director/Designee. The following questions will serve as a guide when requests for appeals are reviewed.

- Does the request for representation or waiver significantly influence the quality of citizen input?
- Does the request for representation or waiver complement County, State and/or Federal rules and regulations?
- Does the request for representation or waiver have significant negative implications in respect to an effective citizen participation process?
- Does the request for representation or waiver relate significantly to other legally established governmental citizen advisory structures?
- Does the request for representation or waiver relate to a citizen participation function or activity, or geographic area/population in which the general-purpose government has a responsibility or special interest?

The request should include specific information describing the:

- Purpose of the request.
- Expected Target Area benefits to be obtained.
- Special conditions peculiar to the Target Area making request.
- Existing Target Area representation.
- Description of compliance with governing rules and regulations.

## AA. HISTORY OF DOCUMENT CREATION/REVISIONS

Document was created on July 7, 1981 Previous amendments were made on:

- October 1983
- June 1989
- May 1990
- October 2001
- August 2005

**(Attachment A)**

## ELIGIBILITY QUALIFICATION AFFIDAVIT
## Declaration of Candidacy for Miami-Dade Community Action Agency and Miami-Dade Department of Housing and Community Development Election

I, _____
PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT

do hereby file as a Candidate for election to the CAA and/or DHCD Advisory Committee in the _____ target area/NRSA . I declare that I am at least 18 years of age and a registered voter in Miami-Dade County. Additionally, I declare that I am a registered voter for the Advisory Committee election to be held on: _____ at 10:00 A.M. – 7:00 P.M.

I am eligible to run for this office based on one or more of the following qualification(s):

_____ I live in the target area/NRSA — _____ HOME ADDRESS

_____ I am 18 years old or older — _____ CITY, STATE, ZIP CODE

_____ I am between the ages of 18 – 25 — _____ PROPERTY ADDRESS

_____ I own property in the target area/NRSA — _____ BUSINESS ADDRESS

_____ I own a business in the target area/NRSA — _____ EMPLOYMENT ADDRESS

_____ I am employed in the target area/NRSA

_____ I am a Head Start Parent/Guardian

_____ I am a participant in a Miami-Dade County sponsored Elderly Program

_____ My income falls within the US Department Health and Human Services Poverty Guidelines (See attached CAA income guidelines)

_____ None of the above

_____
SIGNATURE OF CANDIDATE

By signing this affidavit, I do hereby declare that all information contained herein is correct to the best of my knowledge. If information provided reveals to be false, I will be subject to immediate removal from the committee and waive all rights to appeal or otherwise.

_____ SIGNATURE OF CANDIDATE

_____ ELECTION STAFF SIGNATURE

**Comment [m17]:** What are these criteria for? I would give this section an appropriate heading.

**Comment [d18]:** **Request for Alton:** Please provide the CAA income limits to Rosa to include in the Agenda Package.

**(Attachment B)**

**MIAMI-DADE COUNTY COMMUNITY ACTION AGENCY**
**MIAMI-DADE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
**Community Advisory Committee Voter Registration Form**

Target Area/NRSA Name: _____

| FIRST | MIDDLE | LAST NAME |
|---|---|---|
| RESIDENT ADDRESS | APT. | ZIP CODE |
| WORK ADDRESS | | ZIP CODE |
| PROPERTY ADDRESS | | ZIP CODE |
| BUSINESS ADDRESS | | ZIP CODE |
| REGISTRATION DATE | | DATE OF BIRTH |

**QUALIFICATION OF VOTER**

| | | | |
|---|---|---|---|
| LIVE IN AREA | ☐ | OWN A BUSINESS IN AREA | ☐ |
| OWN PROPERTY IN AREA | ☐ | EMPLOYED IN AREA | ☐ |

I hereby swear that all of the information on this form is true and correct.

_____
SIGNATURE OF VOTER

**(Attachment C)**

**MIAMI-DADE COMMUNITY ACTION AGENCY**
**MIAMI-DADE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
**MEMBERSHIP ELECTION**
**10:00 A.M. – 7:00 P.M.**

# SAMPLE BALLOT

**(CAA and DHCD/CAA ONLY)**

**QUALIFIED VOTERS MAY VOTE FOR UP TO THIRTEEN (13) CANDIDATES***

(Candidate names are in alphabetical order)

_____ John Axel

_____✔ ____ Bernice Bake

_____ Betty Charles

____✔ _____ Washington Dowell

_____ Elie Evans

____✔ _____ Mary Fonseca

____✔ _____ Moris Frankel

____✔ _____ Michelle Sajous

____✔ _____ Merlot Graham

____✔ _____ Mitchell Johnson

____✔ _____ Maria Jones

____✔ _____ Saens Kontz

____✔ _____ Clay Lawrence

_____ Angelica Seymour

____✔ _____ Pedro Rodriguez

***(If you voted for more than thirteen (13) candidates, this ballot will be void)**

Jonas Hamilton, Election Staff, CAA
Marisol Edward, Election Staff, CAA

**(Attachment D)**

**Miami-Dade Community Action Agency**
**Election Certificate**

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Target Area/NRSA ELECTION _____

I, the undersigned _____, Staff of Miami-Dade Community Action Agency overseeing the process of the CAC Elections, do, by my signature hereto, certify that the ballot box for the Community Advisory Committee (CAC) election being held this _____ day of the month _____, 20 _____ is locked with seal number _____

_____ _____
Election Staff Name (Print) Election Staff Signature

**Comment [d19]:** **Comment for Mandana to review**: The existing language made it seem as though the staff from the Miami-Dade County Elections Department was responsible for the certification. Julie changed the language to specify that it is CAA staff who does the certification. Please review and make any needed modifications.

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We, the undersigned, _____, Staff of Miami-Dade County Community Action Agency overseeing the process of the CAC Elections, hereby certify to the best of our knowledge that the seal number locked in the ballot box corresponds exactly with the number registered above. In my presence also were the following witnesses who have assisted in the breaking of the seal and the tabulation process. Except as otherwise specifically set forth and declared in this certification, in our presence and sight, no ballot was removed from or added, and no ballot was in any manner altered or tampered with by any person, and no person touched any ballot, except a person authorized to do so.

**Quantity of voted ballots [ ]** **Quantity of voided ballots [ ]**

_____ _____
Election Staff Name (Print) Election Staff Signature

_____ _____
Election Staff Name (Print) Election Staff Signature

_____ _____
Witness Name (Print) Witness Signature

_____ _____
Witness Name (Print) Witness Signature