



Interoffice Memorandum

May 11, 2022

**AGENDA ITEM**

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Lavon B. Williams, Esq., AICP *Lavon B Williams*  
Interim Deputy Director, Community and Family Services  
407-836-5614

SUBJECT: **Consent Agenda Item – May 24, 2022**  
Community Action Board Bylaws / All Districts

The Community Action Division requests approval of the Community Action Board Bylaws. The Community Action Board approved and accepted the bylaws on November 10, 2021.

The mission of the Community Action Board is to address the issue of poverty and promote self-sufficiency and economic security to economically disadvantaged individuals and families by advising in the planning and development of programs designed specifically for those affected individuals and families within Orange County. The bylaws serve as framework that structures the board governance and operating procedures.

**ACTION REQUESTED: Approval and execution of Orange County Community and Family Services Department Community Action Division Community Action Board Bylaws. All Districts**

LBW:jamh

Attachment

c: Carla Bell Johnson, AICP, Deputy County Administrator  
Honorable Maribel Gomez Cordero, Chairman, Community Action Board



**OFFICE OF COMPTROLLER**

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**ORANGE  
COUNTY  
FLORIDA**

**Phil Diamond, CPA**  
County Comptroller as  
Clerk of the Board of County Commissioners  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, FL 32802  
Telephone: (407) 836-7300  
Fax: (407) 836-5359

DATE: May 25, 2022

TO: Lavon B. Williams, Interim Deputy Director  
Community and Family Services Department, BCC

FROM: Katie Smith, Deputy Clerk *ER for KS*  
Comptroller Clerk of BCC

SUBJECT: Request for Execution of Document, Community and Family Services  
Department Consent Item 1, Legislative File #22-637, May 24, 2022

Enclosed is the Community Action Board Bylaws (1 original) which was approved by the Board of County Commissioners (BCC) at its regular meeting held on May 24, 2022.

Please forward the document to all required parties for signature.

**Email copies of the fully-executed documents to [ClerkofBCC@occompt.com](mailto:ClerkofBCC@occompt.com)**

*Note: ClerkofBCC@occompt.com is **used only** for County staff submission of pending documents.*

Please include in cover memo or subject line identification of the document by name, agenda item number, and date of BCC approval. Emailed copies must be in full-size PDF format. The document will be processed and filed for the record upon receipt.

If you are unable to return a copy of the fully-executed document before June 24, 2022, notify Katie Smith by email of the reason for the delay prior to that date.

If you have any questions, please do not hesitate to call.

ks:er

Enclosure (1)

dl: Carla Bell Johnson, Deputy County Administrator, BCC [email]  
Diana Cadiz, Executive Assistant, Community and Family Services Department, BCC  
[email]  
Pending File

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: May 24, 2022

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**ORANGE COUNTY  
COMMUNITY AND FAMILY SERVICES DEPARTMENT**

**COMMUNITY ACTION DIVISION**  
*Working Draft reviewed by Community Action Board 11-10-2021*

**COMMUNITY ACTION BOARD  
BYLAWS**

**COMMUNITY ACTION BOARD  
BYLAWS  
TABLE OF CONTENTS**

<u>CITATION</u>	<u>TOPIC</u>	<u>PAGE</u>
ARTICLE I	Community Action Board Creation, Mission Statement and Purpose.....	5
Section A	Creation of Community Action Board.....	5
Section B	Mission Statement and Purpose.....	5
ARTICLE II	Community Action Board Members.....	5
Section A	Membership.....	5
Section B	Membership Sectors.....	6
Section C	Membership Petitioning Procedures.....	10
ARTICLE III	Membership Resignations, Vacancies and Leaves of Absence .....	11
Section A	Resignations .....	11
Section B	Vacancies .....	11
Section C	Leave of Absence.....	12
ARTICLE IV	Member Removal from CAB .....	12
Section A	Causes for Removal. ....	12
Section B	Removal Procedures.....	13

ARTICLE V	Member Conflict of Interest, Ethics, Public Records and Financial Disclosure Requirements.....	14
Section A	Conflict of Interest.....	14
Section B	Public Records, Ethics, and Financial Disclosure.....	14
ARTICLE VI	Procedures Governing CAB Meetings .....	15
Section A	CAB Meeting Notices .....	15
Section B	CAB Meetings .....	15
Section C	Voting.....	16
ARTICLE VII	Officers.....	17
Section A	Officers, Elections, and Terms of Office.....	17
Section B	Officer Duties .....	17
ARTICLE VIII	Community Action Board Committees.....	18
Section A	Committees and Quorum.....	18
Section B	Executive Committee.....	18
Section C	Policy Advisory Committee .....	19
Section D	Community Services Committee.....	19
Section E	Planning and Budget Committee. ....	19
Section F	Nominating Committee.....	19

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Section G	Special and Ad Hoc Committee.....	20
ARTICLE IX	Coordination between Orange County and the Community Action Board .....	20
Section A	Advisory Board to the Orange County Board of County Commissioners .....	20
Section B	Transmittal of CAB Recommendations.....	20
Section C	Time Frames .....	21
Section D.	Direct Lines of Communication.....	21
ARTICLE X	Adoption and Receiving of By-Laws and Amendments .....	21
Section A	Adoption and Receiving of By-Laws .....	21
Section B	Amendments .....	22
ARTICLE XI.	Miscellaneous.....	22
Section A.	Risk Assessments.....	22
Section B.	Community Needs Assessments and Strategic Plan.....	22
Section C.	Non-Discrimination .....	23

**ORANGE COUNTY COMMUNITY AND FAMILY SERVICES DEPARTMENT  
COMMUNITY ACTION DIVISION**

**COMMUNITY ACTION BOARD**

**BYLAWS**

**ARTICLE I**

**COMMUNITY ACTION BOARD CREATION AND MISSION STATEMENT AND PURPOSE**

**Section A. Creation of the Community Action Board.** Orange County ("County") as a recipient of federal funds through the Community Services Block Grant Program (hereinafter referred to as "CSBG" or "Grant"), under 42 USC§9901, et al., as it may be amended from time to time, and in accordance with Orange County Resolution No. 2007-M-19, approved by the Orange County Board of County Commissioners ("Board") on June 5, 2007, created the Community Action Board ("CAB"), in an effort to make the community more responsive to the needs and interests of the economically disadvantaged community by mobilizing available private, federal, state, and local resources.

**Section B. Mission Statement and Purpose.** The mission of the CAB is to address the issue of poverty and promote self-sufficiency and economic security to low-income and economically disadvantaged individuals and families within Orange County by advising in the administration of federal, state, and local programs, and in the planning and development of programs designed specifically for those affected individuals and families within Orange County. The CAB shall also assist in the planning and development of community priorities, goals, and objectives among projects, activities, and areas while serving as advocates for the human rights of Orange County's low-income and economically disadvantaged residents. While the CAB serves in an advisory capacity, it is not deemed as an advisory board, as defined in Section 2-203 of the Orange County Code, and therefore exempt from the requirements set forth therein.

**ARTICLE II**

**COMMUNITY ACTION BOARD MEMBERS**

**Section A. Membership.**

1. Membership for the CAB shall be in accordance with 42 USC§9910(a). As a tripartite board, the number of CAB members shall be no less than twenty-four (24) but in all cases a membership number divisible by three (3).
2. All members, other than those currently serving as elected State or federal official representing the State of Florida or in the United States Congress, shall reside in Orange County and shall be registered voters.

3. All prospective CAB members will be screen through the federal System for Award Management (“SAMS”) to confirm that they have not been barred from conducting business with the federal government. Prospective CAB members shown to be debarred or suspended under the SAMS system shall not be eligible to serve as CAB members.
4. Members shall be selected from within the public sector, private sector, and low - income community (hereinafter “community”) sector and shall meet the qualifications for the specific sector under which they serve.

**Section B. Membership Sectors.**

1. **Public Sector.** One-third (1/3) of the CAB members shall be elected public officials who represent Orange County and its political subdivisions.
  - a. Membership for the public sector shall be as follows:
    - 1) Up to three (3) members shall be current members of the Board of County Commissioners, appointed by the Mayor and approved by the Board.
    - 2) Up to three (3) members shall be current serving elected officials from three (3) different municipalities located within Orange County. Those municipalities shall include: Apopka, Belle Isle, Eatonville, Edgewood, - Maitland, Oakland, Ocoee, Orlando, Winter Garden, Winter Park, and Windermere. Members under this category shall be nominated by the Mayor of the respective municipality, on a rotating alphabetical basis, and shall be approved by the Board.
    - 3) Up to two (2) members shall be currently serving as an elected state or federal official representing the State of Florida or serving in the United States Congress. Members under this category shall be nominated and appointed by the Board.
    - 4) One member shall be a current member of the Orange County School Board (“School Board”) nominated by the School Board chairperson and appointed by the Board.
    - 5) If three (3) elected Orange County Commissioners or three (3) elected officials from municipalities within the County are not available or willing to serve, then up to two (2) elected public officials, one (1) from the State of Florida and/or one (1) from the United States Congress, may be nominated and appointed for membership by the Board.
  - b. **Public Sector Member Terms.** Terms of office for members appointed from the public sector shall be four (4) years and public sector members shall serve no more than two (2) full terms. A public sector member appointed or selected to fill an unexpired term shall be eligible for two (2) full terms thereafter. Each member shall serve until his or her successor is chosen or as long as such public official is currently holding office. All members shall serve at the pleasure of the



Board and may be removed without cause and without entitlement to a hearing upon a vote of five (5) members of the Board.

- c. **Public Sector Member Alternates.** Each public sector member may choose one (1) alternate to serve in his/her place when the member is unavailable to attend a meeting. The official choosing an alternate to serve on their behalf shall notify the Board, in writing, of the name of their respective alternate. Alternates may not select alternates to substitute themselves. The alternate serves at the pleasure of their respective member and the term of membership for the alternate shall be the same as that of the member represented. Alternates must be registered voters and residents of Orange County; however, they do not need to be elected officials themselves. Alternates shall have the full voting privileges as the member they represent; however, they shall not have the authority to vote during any meeting at which the member they represent is present.
- d. **Public Sector Member Attendance.** The member and alternate shall be recognized as one position for the purpose of attendance. Any member/alternate missing three (3) consecutive meetings or more than twenty-five percent (25%) of the meetings during a calendar year shall be replaced. Where either or both the member or the approved alternate are present at a board meeting, the member shall be counted present; however, the secretary shall note the attendance of both the member and the alternate by name. A member shall be considered absent if not present during fifty percent (50%) or more of the duration of a meeting. A letter confirming the continued participation of each member of this sector shall be generated by the fourth (4<sup>th</sup>) Wednesday of January each year and signed by the Orange County Mayor unless the member's term has expired.

2. **Community Sector.** One-third of the members (eight) shall be representatives of the economically disadvantaged community.

a. Membership for the community sector shall be as follows:

- 1) The members selected under the community sector shall be chosen from economically disadvantaged neighborhoods from within the six (6) Orange County Commission Districts. Representation shall include one member, and their alternate, from each of the six (6) Orange County Commission Districts, as well as two (2) at-large member representatives along with their respective alternates. One (1) at-large member and alternate shall be chosen from within Districts 1, 2 and 6 and the other at-large member and representative shall be chosen from within Districts 3, 4, and 5.
- 2) All residents of the target areas who are registered voters and eighteen (18) years or older may participate in the membership and alternate selection process. Members shall be chosen in accordance with democratic selection procedures adequate to assure that the members chosen are representatives of individuals and families with low-income

in the areas served. Each member selected to represent a specific area shall reside within the area of Orange County for which they are chosen.

3) The results from the selection process shall be considered during the next CAB meeting and those members selected shall take office immediately upon CAB approval.

b. **Community Sector Member Terms.** Terms of office for members appointed from the community sector shall be four (4) years and community sector members shall serve no more than two (2) full terms. An extended period can only be obtained following an inactive period of 12 months. Each member shall serve until his or her successor is chosen.

c. **Community Sector Member Alternates.** Each community sector member may choose one (1) alternate to serve in his/her place when the member is unavailable to attend a meeting. The alternate shall serve at the pleasure of the member represented and the terms of membership for the alternate shall be the same as that of the member represented. Alternates must be registered voters and must reside in Orange County; however, alternates for community sector members are not required to be economically disadvantaged themselves. Community sector alternates shall be chosen in a manner that ensures true representation of the targeted constituency. Alternates shall have the full authority and voting privileges as the member they represent; however, they shall not have the authority to vote during any meeting at which the member they represent is present. It is expected that the seated member will keep the alternate informed of all CAB matters.

d. **Community Sector Member Attendance.** The member/alternate shall be recognized as one position for the purpose of attendance. Any member/alternate missing three (3) consecutive meetings or more than twenty-five percent (25%) of the meetings during a calendar year shall be replaced. Where either or both the member and the approved alternate are present at a board meeting, the member shall be counted as present; however, they shall not have the authority to vote during any meeting at which the member they represent is present.

3. **Private Sector.** The remaining one-third of the members (eight) shall be officials or members from within the private sector of the community.

a. Members shall be selected by the CAB, in accordance with CAB approved procedures, from the following areas:

- 1) Local businesses;
- 2) Labor organizations;
- 3) Major employers;
- 4) Religious organizations;
- 5) Private social service and charitable agencies;
- 6) Private community-based and professional organizations;
- 7) Minority organizations; and

8) Head Start Policy Council.

A letter affirming the initial participation of each member from this sector shall be generated from the respective organizations and signed by the CEO, or his/her authorized designee, and shall be included in the membership application. Private sector members shall provide updated participation letters, signed by the respective CEO, to the CAB on a yearly basis for the term of each private sector member. Such letters shall be received by the CAB no later than the fourth Wednesday of January for each year of participation. Failure by the member to provide the participation letter may result in the member's removal from the CAB.

- b. **Private Sector Member Term.** Terms of office shall be for four (4) years and private sector members shall serve no more than two (2) full terms. An extended period can only be obtained following an inactive period of 12 months. Each member shall serve until his or her successor is chosen.
- c. **Private Sector Member Alternates.** Each private sector member may choose one (1) alternate to serve in his/her place when the member is unavailable to attend a meeting. The alternate shall serve at the pleasure of the member represented and the term of membership of the alternate shall be the same as that of the member represented. Alternates must be registered voters and must reside in Orange County. Alternates shall have the full authority and voting privileges of the member represented; however, they shall not have the authority to vote during any meeting at which the member they represent is present. It is expected that the CAB seated member will keep the alternate informed of all CAB matters.
- d. **Private Sector Member Attendance.** The member/alternate shall be recognized as one position for the purpose of attendance. Any member/alternate missing three (3) consecutive meetings or more than twenty-five percent (25%) of the meetings during a calendar year shall be replaced. Where either or both the member and the approved alternate are present at a board meeting, the member shall be counted as present; however, the secretary shall note the attendance of both the member and the alternate by name.

**Section C. Membership Petitioning Procedures.**

1. Any low-income individual(s), community organization, or religious organization believing itself inadequately represented on the CAB may petition the CAB for adequate representation. Petitions would be facilitated through the County's Family Services Department, Community Action Division ("CAD").
2. Petitions for adequate representation shall be in writing and submitted to the CAB chairperson during a regularly scheduled meeting. Any petition submitted on behalf of a community or religious organization shall be signed by no less than fifty-one percent (51%) of

the bona fide members of the petitioning organization.

3. Petitions for adequate representations shall be heard by the CAB's Policy Advisory Committee during an open hearing, after which the Policy Advisory Committee shall present its recommendations regarding such petitions to the CAB during its next regular meeting.
4. The CAB may elect to accept, reject, or accept with changes any recommendations regarding petitions for adequate representation received by the Policy Advisory Committee.

### ARTICLE III

#### MEMBER RESIGNATIONS, VACANCIES AND LEAVES OF ABSENCE

**Section A. Resignations.** A member's term shall terminate upon submission of the member's written notification of resignation to the CAD upon which the CAB will be advised at the next scheduled meeting. Members shall make every effort to provide the CAD with no less than two (2) weeks prior notice before their final day.

**Section B. Vacancies.**

1. All CAB membership vacancies shall be made known to the Board immediately upon knowledge of such vacancy. Every effort shall be made to fill any such vacancy in accordance with the process set forth herein. Any unforeseen vacancy resulting from a member's resignation or removal from the CAB shall be filled through the CAB process. Every effort by the CAD and CAB shall be made to fill any such vacancy within sixty (60) business days. All such efforts shall be documented accordingly.
2. Unexpected vacancies for members representing the community sector shall be filled by the member's respective alternate. Should a vacancy occur for a community sector alternate position, the community sector member (with the assistance of the Orange County Community Action Division's local and administrative staff) shall select a qualified community sector alternate, in accordance with these By-Laws, who shall be presented to the CAB within ten (10) calendar days of the knowledge of the vacancy for CAB review and consideration. The CAB shall notify the Board of the name, address and all necessary information concerning the results of any selection process.
3. Vacancies of private sector members shall be filled in accordance with Article II, Section B 3 of these By-Laws. Efforts shall be made to notify and solicit private organizations of private sector vacancies within thirty (30) business days after the vacancy is known by the CAB.

4. If a CAB member, but not the organization or area he/she is representing vacates or resigns a seat prior to the completion of the term of service, the alternate shall fill the seat to completion of term or until a suitable replacement may be made by the organization and CAB. If there is no alternate available, the applicable process shall be followed in filling such vacancy.

5. In the case of vacancies for public sector members, the Board shall be advised of such vacancy and shall designate another public official or representative to fill the vacancy.

**Section C. Leave of Absence.** Any member of the CAB who finds that they are unable to attend the required meetings, as set forth in Article II, may submit a written request for a leave of absence, with an expiration date not to exceed the final meeting before the end of the member's respective term. Such requests shall be submitted to the CAB chairperson for approval during the next CAB regular scheduled meeting. If granted, the alternate shall serve during the member's leave of absence. In the event that there is no alternate, the CAB seat shall not be counted for business or for purpose of a quorum.

#### **ARTICLE IV MEMBER REMOVAL FROM COMMUNITY ACTION BOARD**

**Section A. Causes for Removal.** The following shall be considered cause for the removal of a member from the CAB.

1. **Ineligible Residency.** When a member of the CAB no longer resides in or is officially designated as a representative of the specific geographic area or district he/she represents, his/her membership on the CAB as representative for that area shall be terminated. This requirement for residency shall apply to:
  - a. All representatives of the economically disadvantaged community;
  - b. Representatives of private group which are organized on a geographic basis; and
  - c. Those public officials, or their representatives, who represent specific political subdivisions. Removal and replacement of public sector representatives shall be sought from the Board, as designated officials.
2. **Offenses.** An offense shall be defined as any illegal conduct and/or appearance of impropriety which have the effect of impeding the business or delivery of services by Orange County, the Orange County Family Services Department, or the Community Action Division or its goals and objectives. This section shall not be construed in any way as inhibiting appropriate or constructive activity of CAB members.

**Section B. Removal Procedures.**

1. Written notification of the intent to remove a member, or alternate, from the CAB membership shall be sent by the CAD to the affected member(s) and to any appropriate officer or staff of the respective area or group represented within ten (10) business days from the date of removal, or as soon as possible.
2. Such notification shall include a state of cause for removal, and shall provide the member/alternate with the opportunity to request a hearing before the CAB Policy Advisory Committee. Any such request for hearing shall be made to the CAB chairman through the CAD in writing within ten (10) business days from the date of the notification postmark or otherwise certified and/or documented delivery notice.
3. In the event a hearing is requested by the member/alternate, the CAB Policy Advisory Committee shall convene within ten (10) business days from the date of request for hearing, or as soon as practicable, to consider the matter and provide its recommendation regarding the proposal removal. The Policy Advisory Committee shall submit its findings to the CAB for final approval. Notification of the findings of the Policy Advisory Committee shall be provided to the affected member, in writing, within ten (10) business days from the date of the hearing. All proposed hearings shall be scheduled by the CAD.
4. Should the affected member/alternate fail to request a hearing, or should the Policy Advisory Committee vote to uphold the removal of the member/alternate, the CAB shall proceed with filling the vacancy in accordance with the procedures set forth in Article III.
5. Upon the removal of a private sector or community sector member for cause, that individual shall not be eligible for CAB membership reconsideration at any future time, unless as so stated in the respective removal proceedings. However, reconsideration may be held upon the CAB approved request from the respondent for a CAB review hearing during a regular CAB meeting. A two-thirds (2/3) approval by the CAB membership shall be required for membership reconsideration after a member's removal. Removal of a CAB member that is representing as specific organization does not impact the CAD relationship with the organization from whence the member is associated.
6. Public sector membership removal shall be at the sole discretion of the Board.

**ARTICLE V**

**MEMBER CONFLICT OF INTEREST, ETHICS, PUBLIC RECORDS AND FINANCIAL DISCLOSURE REQUIREMENTS**

**Section A. Conflict of Interest.**

1. No individual shall serve as a member to the CAB so long as they or any member of their immediate family is a permanent, casual, or on-call employee of the County.

Immediate family members shall include the following:

- a. Spouse/domestic partner;
- b. Child;
- c. Parent;
- d. Sibling;
- e. Parent-in-law;
- f. Grandparent;
- g. Grandchild;
- h. Step-Parent;
- i. Step-Child; and/or
- j. Legal Guardian.

2. Any member who is hired by the County as a permanent, casual, or on-call employee shall tender their resignation to the CAB prior to accepting any such position. Their date of resignation shall be upon the date of employment. In accordance with the Orange County Administrative Regulations, all CAB members shall comply with the Orange County Personnel Policy Manual and Employee Code of Ethics.

3. No CAB member, alternate, officer, or any member of their immediate family members, as defined in this Article V, shall have any interest or receive any financial benefit, either direct or indirect, in any contract or subcontract, or proceeds therefrom, for the provision of any goods, services, or work performed in connection with the Grant or as a result of their membership on the CAB.

**Section B. Public Records, Ethics, and Financial Disclosure.** Each CAB member/alternate shall fully comply with the following:

- 1. Section 286.011, Florida Statutes (commonly known as “Government-in-the-Sunshine Law”);
- 2. Chapter 119, Florida Statutes (commonly known as the “Public Records Law”);
- 3. Members and alternates shall file annual financial disclosure in the manner and on the forms as required by Section 112.3145, Florida Statutes; and
- 4. Chapter 112, Part III, Florida Statutes (commonly known as “Code of Ethics for Public Officers and Employees”), as applicable.
- 5. Completion of a “Member’s Resume of Business Interest”, in accordance with the requirements set forth by the Florida Department of Community Affairs, a copy of which shall be retained in the file of the respective CAB member/alternate. This listing shall include all businesses in which the CAB member/alternate have business interests, the “Member’s Resume of Business

- Interest” shall be completed reflecting the same. Forms shall be updated as needed.
6. All documents and records of the Community Action Division, relating to the CAB, shall be available to the public in accordance with Orange County Administrative Regulations and Chapter 119, Florida Statutes (Florida Public Records Law).

**ARTICLE VI**  
**PROCEDURES GOVERNING CAB MEETINGS**

**Section A. CAB Meeting Notices.**

1. Public notice shall be provided by the CAD for all meetings of the CAB, the CAB board of directors, and all CAB sub-committees at least seven (7) days, but in no case more than thirty (30) days, prior to the date upon which the meeting is scheduled.
2. Such notices must be given by publishing the meeting information through methods acceptable under Florida’s Government in the Sunshine Law (Section 286.011, Florida Statutes).

**Section B. CAB Meetings.**

1. The CAB shall hold ~~monthly~~ meetings in a County facility or County-approved venue. All regular, special and emergency meetings of the CAB, and/or any CAB committee meetings, shall be open to the general public and shall, in every instance, abide by the Government-in-the Sunshine Law (Section 286.0141, Florida Statutes).
2. The presence of at least fifty-percent (50%), plus one, shall constitute a quorum. In the event that a quorum is not available, those CAB members present may hold discussion, but no official CAB business may be conducted. If a quorum is lost during the course of a meeting, any business or votes occurring prior to the loss of the quorum shall stand as valid.
3. In the event of questions relating to the parliamentary procedures during the CAB meetings, or any of the CAB committees, Robert’s Rules of Order shall govern.
4. All actions of the CAB shall be in accordance with all applicable laws including, but not limited to, the “Code of Ethics for Public Officers and Employees” (Chapter 112 Part III, Florida Statutes).
5. Action may be taken by the CAB upon a vote of a majority of the members present, unless otherwise specifically required by these By-Laws.
6. All meetings of the CAB and its sub-committee(s) shall be open to the public. Meetings shall be posted and the minutes submitted to the Board, in accordance with Orange County Administrative Regulation 2.09.01.
7. Scheduling shall be in accordance with applicable Orange County regulations and shall include regular meetings to be held the second (2<sup>nd</sup>) ~~Wednesday, bi-monthly of the month unless the~~ CAB, during a regular or special meeting with a quorum present, votes to cancel or reschedule a



regular or special meeting. All meetings shall be held at a time and place determined by the CAB membership.

8. Normal scheduled meetings shall be conducted for regular and necessary business, as well as for the review and acceptance of all Family Services Department status reports, relating to the CAB.
9. Special meetings will be called only when the CAB deems a need, and all special meetings shall be called by the CAB chairperson at least forty-eight (48) hours in advance of the meeting date. Emergency meetings may be called, as deemed necessary, and as appropriate to the emergency. All such emergency and/or special meetings shall be reported as required at a regular CAB meeting.
10. An annual training meeting shall be held accordingly as scheduled by the CAB.
11. Any meeting of the CAB at which a quorum is present may be adjourned by a majority vote of the CAB members present.

**Section C. Voting.**

1. Each CAB member or alternate having the authority to vote at a regular meeting of the CAB shall be entitled to one (1) vote upon each such proposal presented. No CAB member shall be entitled to vote by proxy.
2. All voting shall be done by roll call, show of hands, or other accepted CAB procedure. No voting shall be performed by secret ballot.

**ARTICLE VII**  
**OFFICERS**

**Section A. Officers, Elections, and Terms of Office.**

1. The CAB shall select its own chairman, vice chairman, secretary, and treasurer, and any other such officers as it deems necessary.
2. Elections for CAB officers shall be held ~~at~~by the January meeting and those elected shall take office immediately or at the February meeting of each year.
3. All CAB officers chosen by the CAB shall hold their respective offices from the date of being elected until new officers are installed or qualified in their stead.
4. CAB officers shall serve for a term of up to twelve (12) months or until subsequent CAB selection and may be re-elected by a majority of the CAB to the same office for an additional term, not to exceed (2) terms in same office. No person may serve as a CAB officer beyond his/her board appointed term.
5. Each CAB officer may succeed himself or herself in office upon a proper act of the CAB, and in accordance with Orange County regulations.

6. The CAB shall have the power to create and fill additional CAB officer positions and to prescribe such duties for said officers to perform as may be deemed necessary.

**Section B. CAB Officer Duties.**

1. Chairman- The chairman shall be the chief officer of the CAB, and shall perform duties and have all of the powers normally associated with and pertaining to such office, except as may be expressly limited by the CAB and Executive Committee.
2. Vice-Chairman – The vice-chairman shall fulfill the duties of the chairman in the event the chairman is unable to carry out the ordinary and necessary duties of office duties to illness, death, unwillingness to perform, inability to perform, or as may otherwise be deemed necessary.
3. Secretary – The secretary may call attendance roll and read correspondence at all meetings of the CAB and Executive Committee. The secretary shall sign official documents and perform other duties as deemed appropriate. The Family Services Department shall provide other necessary secretarial support for the CAB as needed.
4. Treasurer – The treasurer shall be responsible for the financial duties for the CAB's non-County business. The treasurer may also advise and assist with the CAB's official programmatic financial duties.

**ARTICLE VIII**  
**COMMUNITY ACTION BOARD COMMITTEES**

**Section A. Committees and Quorum.**

1. The CAB may form committees as it deems necessary in order to address issues of the community and the business of the CAB. It is the expectation that all CAB members will participate on at least one committee. Participation and attendance in CAB committees is mandatory.
2. The CAB will utilize standing and special or ad-hoc committees in its conducting of business for the CAD.
3. All committees of the CAB will reflect the completion of the CAB unless otherwise waived by official action, as designed by the CAB and so recorded in its minutes, with committee members selected to form a tripartite committee, as may be possible, in the proportion to the CAB, as referenced in Article II of these By-Laws.
4. All CAB committees and committee chairman will be appointed by the CAB chairman and approved by the CAB. The committee chairman will solicit further volunteers for service on their committees, if necessary.
5. With the exception of the CAB Executive Committee, a quorum for each committee shall be a minimum of two (2) of the respective members for any properly published committee meeting.

A quorum for the Executive Committee shall include at least three (3) of the Executive Committee members, which should include at least one (1) duly elected CAB officer member and one (1) non-officer member, unless otherwise designated and accepted through voting by the CAB during a regular scheduled meeting.

**Section B. Executive Committee.**

1. The CAB Executive Committee shall be composed of the CAB chairman, vice-chairman, secretary, treasurer, and the chairs of all standing CAB committees, or as otherwise determined by the CAB.
2. The Executive Committee shall have the powers of the CAB during the interim between the meetings of the CAB, and its actions shall be promptly circulated to the full CAB within seven (7) working days of the respective action, or as soon as possible thereafter. The CAB, during its next regular meeting, shall either endorse or reconsider the action(s) of the Executive Committee.
3. The Executive Committee, in fulfillment of its duties, may assume other responsibilities and authority during the interim between regular meetings, as may be approved by majority vote of the CAB.

**Section C. Policy Advisory Committee.**

1. The Policy Advisory Committee will facilitate and advise the CAB on policies, regulations, and the provisions set forth in these By-Laws.
2. The Policy Advisory Committee will participate in the strategic planning process as well as the development of the annual plan.
3. The Policy Advisory Committee will advise the County's Family Services Department regarding its program and policies and procedures, as well as the monitoring and evaluation of program and staff operations.

**Section D. Community Services Committee.**

1. The Community Services Committee will assist the County's Family Services Department with the planning and implementation of community service projects throughout Orange County.
2. It will assist with community education and awareness campaigns, and will assist the Family Services Department in developing affordable housing and housing rehabilitation programs and activities.
3. The Community Services Committee will receive concerns from the CAB, and/or targeted communities, and shall review and make appropriate recommendations and referrals for resolutions.

**Section E. Planning and Budget Committee.**

1. The Planning and Budget Committee will assist the County's Family Services Department with, and approval of, its programs and budgets.
2. It will review the community needs assessments and formulate related recommendations and be responsible for an annual monitoring and assessment of the Family Service Department's program and goals.

**Section F. Nominating Committee.**

1. ~~During~~ By its October meeting, the CAB, through its chairman, shall put forth its request for volunteers for the Nominating Committee. The committee will be composed of three (3) members, consisting of one individual from each of the three (3) sectors (public, community, and private) of which the CAB is composed. Members who consider nomination for board officer shall not volunteer for Nominating Committee.
2. The Nominating Committee shall present a slate of four (4) for the offices of CAB chairman, vice-chairman, secretary, and treasurer. These names shall be presented to the CAB ~~during~~ by its January meeting.

**Section G. Special and Ad Hoc Committees.**

1. The CAB may, in its discretion, select and/or appoint special or ad hoc committees for a specific purpose and time.
2. All ad hoc and special committees shall conform to the CAB regulations and these By-Laws.

**ARTICLE IX**  
**COORDINATION BETWEEN ORANGE COUNTY AND THE CAB**

**Section A. Advisory Board to the Orange County Board of County Commissioners**

1. The CAB shall serve as an advisory board to the Orange County Board of County Commissioners ("Board") through the County's Family Services Department and Community Action Division. Final approval for all County fiscal and program policies, plans, proposals and budgets shall remain with the Board.
2. The Board may delegate certain powers to the CAB as they may relate to the development, planning, implementation, and evaluation of County programs serving the low-income and economically disadvantaged communities within Orange County.

**Section B. Transmittal of CAB Recommendations.**

1. The CAB shall submit its recommendations to the Community Action Division which shall review and provide comment(s) and additional recommendations, as applicable, prior to

forwarding them to the County's Family Services Department.

2. Comments and recommendations from the CAB shall be submitted to the Community Action Division as soon after the CAB meetings as practicable. All such comments and recommendations received by the Community Action Division from the CAB shall be forwarded to the County's Family Service Department for review and comment, through regular County procedures, which may be forwarded to the Board.
3. A copy of all comments and recommendations from the CAB shall be provided to the Family Services Department Director.

**Section C. Time Frames.**

1. Actions approved by the CAB (e.g., submission of documents, recommendations, information, etc.) requiring review, comment or other coordination from CAD shall be received from the CAB within four (4) business days from the day of CAB approval, or as soon as practicable, with a copy provided to the Orange County Administrator.
2. The CAD receiving the CAB submittals should make every effort to complete any review and comments on CAB approved actions within seven (7) business days of CAB approval.
3. Copies of all comments and review should be simultaneously provided to the Board, the CAB, the Family Services Department Director, and the Community Action Division Manager.

**Section D. Direct Lines of Communication.**

1. Every effort shall be made to maintain open lines of communication between the CAB and the Board, the County Family Services Department, and the CAD.
2. The CAB shall address any pending problems and potential concerns with the Board through periodic meetings. The CAB shall select a representative to serve as a liaison during such meetings, as well as representing the CAB during Board meetings to discuss and present CAB recommendations.
3. To enhance communications between the Board and the CAB, representatives of the Board are encouraged to attend CAB meetings.

**ARTICLE X**

**ADOPTION AND RECEIVING OF BY-LAWS AND AMENDMENTS**

**Section A. Adoption and Receiving of By-Laws.**

1. These By-Laws shall be considered adopted upon two-thirds (2/3) vote of the CAB members present at any official meeting of the CAB wherein there is a quorum.

2. Any such meeting shall have been noticed in writing no less than seven (7) days before the scheduled meeting date, in accordance with Article VI of these By-Laws.
3. All CAB members and their alternates shall be provided with a copy of the adopted CAB By-Laws and other CAB governing documents, as applicable. CAB members and their alternates shall provide the CAB with acknowledgement of receiving such documents. Acknowledgement shall be accomplished through a signed and dated written acknowledgement, e-mail acknowledgement, or through the CAB written meeting minutes documenting such receipt by those CAB members in attendance.
4. The CAB shall present a copy of the adopted By-Laws to the Board for informational purposes.

**Section B. Amendments.**

1. These By-Laws shall be amended, altered or revised at any time by two-thirds (2/3) vote of the CAB members present at any official meeting of the CAB wherein there is a quorum.
2. Any such meeting shall have been noticed in writing no less than seven (7) days before the scheduled meeting date, in accordance with Article VI of these By-Laws.
3. CAB representatives shall be advised of the proposed amendment(s) in writing prior to the scheduled meeting date.
4. The CAB shall present a copy of all approved By-Law amendments to the Board for informational purposes.

**ARTICLE XI**  
**MISCELLANEOUS**

**Section A. Risk Assessments.** The CAB shall comply with the County's risk assessment policies and procedures. Evidence of such compliance shall be documented accordingly and maintained by the CAD.

**Section B. Community Needs Assessment and Strategic Plan.**

1. The CAB shall work with the CAD and the County in the performance of a community needs assessment. Such assessment shall address the needs of the low-income and economically disadvantaged individuals and families within Orange County and shall result in the creation of a strategic plan.
2. The strategic plan shall not be a list of individual program goals, but shall instead address the determined needs of the low-income and economically disadvantaged within Orange County.
3. Upon completion, the strategic plan shall be submitted to the CAB members at a regular scheduled board meeting to be voted on for approval. Approval of the strategic plan shall be documented in the CAB meeting minutes.

**Section C. Non-Discrimination.** The CAB shall not, on the grounds of race, color, religion, national origin,

sexual orientation or sex, exclude any person from participation in, or deny any persons the benefits of, or subject any person to discrimination, with respect to any part of these By-Laws or the activities related thereto. The CAB shall comply with 42 U.S.C. §5301, et. seq., 42 U.S.C. §6101, 29 U.S.C. §794, 24 CFR §570.602 and 24 CFR Part 6. The CAB shall also at all times comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.) and implementing regulations in 24 CFR Part 1. The CAB shall not discriminate on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §6101, et. seq.) and the implementing regulations contained in 24 CFR Part 146, or on the basis of disability as provided in Section 504 of the Rehabilitation Act of 1973, and the implementing regulations contained in 24 CFR Part 8. The CAB shall keep records and documentation demonstrating compliance with these requirements.

Date of Amendment: November 22, 2019 Amended Acceptance: May 24, 2022  
ORANGE COUNTY COMMUNITY & ORANGE COUNTY, FLORIDA  
FAMILY SERVICES DEPARTMENT By: Orange County Board of County Commissioners  
COMMUNITY ACTION BOARD

By: \_\_\_\_\_  
Tarus Mack, *Chairman*  
Community Action Board

By: *Jerry L. Demings*  
Jerry L. Demings, Orange County Mayor  
*fol* Orange County Board of County Commissioners

ATTEST: Lavon B. Williams, Manager ATTEST: Phil Diamond, County Comptroller  
Community Action Division As Clerk to the Board of County Commissioners

By: \_\_\_\_\_

By: *Katie Smith*  
Deputy Clerk