

BY-LAWS
COMMUNITY DEVELOPMENT BLOCK GRANT
AND HOME INVESTMENT PARTNERSHIPS GRANT
CITIZEN'S ADVISORY TASK FORCE

To govern its function and operation in a manner consistent with the requirements of the U.S. Department of Housing and Urban Development (“HUD”) and the Hernando County Board of County Commissioners (“BOCC”) as set forth in the Hernando County’s currently adopted Annual Action Plan, Consolidated Plan, and any subsequent updates or successor plans, the Community Development Block Grant (“CDBG”) Citizens Advisory Task Force (“CATF”) hereby rescinds its Bylaws adopted on July 17, 2008, and adopts the following Bylaws:

ARTICLE I
APPLICABLE LAWS, RULES AND POLICIES

1. **Federal Regulations.** Each CATF member shall comply with all applicable federal regulations governing CDBG and the HOME Investment Partnerships Act (“HOME”), including but not limited to:
 - 2 *CFR*¹ Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards);
 - 24 *CFR* Part 570 (CDBG Program Regulations);
 - 24 *CFR* Part 92 (HOME Program Regulations);
 - 24 *CFR* Part 75 (Section 3—Economic Opportunities for Low- and Very Low-Income Persons), as applicable; and
 - HUD’s Citizen Participation and Affirmatively Furthering Fair Housing (AFFH) requirements, as applicable under current HUD guidance.
2. **State Regulations.** Each CATF member shall comply with applicable rules of the State of Florida relating to community development programs, including *Fla. Admin. Code R. 73C-23* (Florida Small Cities CDBG), and any amendments thereto.
3. **Public Records and Sunshine Laws.** Each CATF member shall comply with Florida’s Public Records Law (*Fla. Stat. Ch. 119*) and the Government-in-the-Sunshine Law (*Fla. Stat. § 286.011*), and any amendments thereto.
4. **Code of Ethics.** Each CATF member shall comply with the Florida Code of Ethics for Public Officers and Employees (*Fla. Stat. §§ 112.311–112.326*) and any amendments thereto. Members shall avoid both actual and apparent conflicts of interest consistent with 24 *CFR* 570.611, 24 *CFR* 92.356, and 2 *CFR* 200.318(c)(1), as applicable.

¹ Code of Federal Regulations.

5. **BOCC Policies.** Each CATF member shall operate pursuant to applicable BOCC policies, resolutions, or ordinances, including but not limited to General Procedures for Advisory Board and Special District Governing Boards (BOCC Policy No. 33.01), Appointment of County Board/Committee Members (BOCC Policy No. 06-01), Volunteer Policy No. 28-01, and any amendments thereto.

ARTICLE II PURPOSE AND DUTIES

A. Purpose.

The purpose of the CATF is to serve the unincorporated area of Hernando County (“County”) by conducting and supporting neighborhood and commercial revitalization, economic development, and housing rehabilitation programs using CDBG, HOME, and other leveraged funds, where applicable, consistent with the County’s Consolidated Plan and Annual Action Plan.

B. Duties.

The CATF shall be responsible for the following duties (supplementing and modernizing the duties in the prior bylaws):

1. **Program Input and Recommendations.** Review and meet with County staff to make recommendations concerning program design, target areas, eligible activities, citizen complaints, potential conflicts of interest, bid reviews and recommended awards, grant amendments affecting scope or beneficiaries, monitoring reports from the program administrator, and other tasks under County CDBG/HOME award agreements.
2. **Planning and Applications.** Assist County staff in identifying community needs and funding options for new grants; provide input for the Consolidated Plan, Annual Action Plan, and substantial amendments thereto.
3. **Citizen Participation and Grievances.** Promote public awareness and participation; maintain and oversee grievance procedures; appoint members to a grievance committee; moderate unresolved complaints; act as a final hearing board for complaints filed against a CDBG/HOME program.
4. **Fair Housing and Section 3.** Support County efforts to affirmatively further fair housing, promote equal access to housing and services, and encourage Section 3 economic opportunities, consistent with HUD requirements.
5. **Monitoring and Performance.** Review monitoring results and performance outcomes shared by County staff/program administrators and offer recommendations to improve compliance and impact.

ARTICLE III MEMBERSHIP AND OFFICERS

A. Membership

1. **Composition of Task Force.** The CATF shall consist of five (5) members who are residents of the unincorporated County, as appointed by the Hernando County BOCC.
2. **Appointments and Terms.** Candidates shall apply to Hernando County and be approved by the BOCC. CATF members (“members”) serve at the will of the BOCC. The terms begin upon appointment and continue through the close of the relevant awarded grant(s), unless otherwise directed by the BOCC.
3. **Absences.** If a member is absent for three (3) consecutive regular meetings without good cause, the BOCC may remove the member. Members should provide notice of anticipated absence at least twenty-four (24) hours prior to a meeting. If a member is absent, the minutes shall reflect whether the absence was for good cause or not. The attendance rules do not apply to special meetings.
4. **Vacancies.** Any vacancy on the CATF shall be filled by BOCC appointment.
5. **Training and Orientation.** Members should complete County-provided orientation covering HUD program basics, Florida Sunshine and Public Records, ethics, conflicts of interest, and BOCC policies.

B. Officers

1. **CATF Officer Elections and Vacancies.** The CATF shall elect a Chairperson and Vice-Chairperson by majority vote. Terms are two (2) years. If the Chairperson seat becomes vacant, the Vice-Chairperson shall serve for the remainder of the unexpired term. Should other officers’ positions become vacant, they may be filled by BOCC appointment, if needed.
2. **Duties of Chairperson and Vice-Chairperson.**
 - Chairperson: The Chairperson shall be the principal representative of the CATF and shall preside at all meetings of the CATF. The Chairperson shall perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the CATF from time to time.
 - Vice-Chairperson: The Vice-Chairperson shall perform all duties in the Chairperson’s absence and shall perform other duties as may be assigned by the CATF.

ARTICLE IV MEETING PROCEDURE AND QUOROM

1. **Regular Meetings.** Meetings shall be held at a time and place designated by the CATF at

a prior meeting and noticed in accordance with applicable law.

2. **Special Meetings.** The Chairperson or a majority of CATF members may call special meetings as necessary.
3. **Quorum.** A quorum shall be three (3) members.
4. **Notice.** Consistent with public notice requirements (including *Fla. Admin. Code R. 73C-23.0031* for Small Cities CDBG where applicable), notice of regular meetings shall be posted at least five (5) days prior to the meeting. Notice of special meetings shall be reviewed and approved at the next regular meeting.
5. **Sunshine Compliance.** All CATF meetings (and sub-units) are open to the public and shall operate within Florida's Government-in-the-Sunshine Law pursuant to *Fla. Stat. § 286.011*.
6. **Minutes.** Minutes shall be kept for all meetings, distributed to CATF members, and available upon request. Minutes are reviewed and approved at the next regular meeting.
7. **Records.** Records shall be retained in compliance with County policy, applicable Florida law, and 2 *CFR* 200 record-keeping standards, as applicable.
8. **Voting.** All members have voting rights but must abstain on matters presenting a conflict of interest under Florida law and HUD program rules. Abstentions and the basis for the conflict shall be recorded in the minutes. Motions pass by majority vote unless otherwise specified herein..
9. **Remote Participation** (if authorized by BOCC). If permitted by BOCC policy and law, members may participate remotely; quorum and voting shall be conducted in accordance with County guidance.

ARTICLE V CONFLICTS OF INTEREST AND ETHICS

1. **Disclosure.** Members shall disclose actual or potential conflicts related to financial interests, employment, or relationships that could benefit from CATF actions, or any other conflicts that could impair their impartiality or the integrity of CATF decision-making.
2. **Recusal.** Members with a conflict shall recuse themselves and refrain from discussion and voting on the affected item, and the recusal shall be recorded in the minutes.
3. **Compliance.** Conflicts and ethics are governed by *Fla. Stat. §§ 112.311–112.326*, *Fla. Stat. § 286.012* (voting), 24 *CFR* 570.611 (CDBG), 24 *CFR* 92.356 (HOME), and 2 *CFR* 200.318(c)(1) (procurement conflicts), as applicable.

ARTICLE VI
PUBLIC PARTICIPATION, ACCESSIBILITY, AND NON-DISCRIMINATION

1. **Citizen Participation.** The CATF shall support County implementation of HUD citizen participation requirements and the County's adopted Citizen Participation Plan.
2. **Accessibility.** Meetings and materials shall be accessible, with reasonable accommodation upon request, consistent with the ADA and Section 504 of the Rehabilitation Act, as applicable.
3. **Language Access.** The CATF encourages reasonable steps for meaningful access by persons with limited English proficiency, consistent with Title VI guidance.
4. **Fair Housing.** The CATF supports County actions to affirmatively further fair housing and remove barriers to equal housing opportunity.

ARTICLE VII
AMENDMENTS TO BYLAWS

1. **Authority to Amend.** These Bylaws may be amended by County staff in conjunction with the County Administrator and the County Attorney. The CATF may request amendments by majority vote at any regular or special meeting. Amended Bylaws become effective upon approval by the County Administrator and County Attorney.
2. **Periodic Review.** County staff should review these Bylaws at least every three (3) years or upon significant changes in HUD or State program requirements.

ARTICLE VIII
GENERAL PROVISIONS

1. **Staff Support.** The CATF shall be assisted by Hernando County Housing & Supportive Services staff (or its successor department).
2. **Severability.** If any provision of these Bylaws is found invalid, the remaining provisions shall remain in full force and effect.
3. **Effective Date.** These Bylaws shall take effect upon approval by the County Administrator and County Attorney on the date of the last signature.

Approved as to Form and Legal Sufficiency:

Natasha López Perez
County Attorney

Date: 04-17-2026

County Administrator

Date: _____