

# CAC Bylaws

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Community Affairs and Civil Rights

January 14, 2021 Community Advisory Committee Meeting



# What are Bylaws?

Bylaws are the written rules that control the internal affairs of an organization. Bylaws generally define things like the group's official name, purpose, requirements for membership, officers' titles and responsibilities, how offices are to be assigned, how meetings should be conducted, and how often meetings will be held.

*Date of most recent CAC Bylaws Amendment: May 21, 2020*

# Articles Contained in CAC Bylaws

- \* Article III – Membership
- \* Article VI – Membership Terms
- \* Article IV- Voting
- \* Article V – Meetings
- \* Article VI – Officers and Duties
- \* Article VII – Subcommittees
- \* Article VIII – Staff
- \* Article IX – Procedures
- \* Article X – Subsequent Amendments

# Article III - Membership

- \* 30 CAC Members
- \* Hampton Roads Localities
- \* Terms of Service and Failure to Attend CAC Meetings
- \* Length of Term

# Article IV- Voting

- \* Outlines how voting shall be conducted during CAC meetings
- \* Provides process for the reconsideration of CAC votes

# Article V - Meetings

- \* Describes location, time and frequency of meetings (6x per year)
- \* Provides a process for the convening of “Special Meetings”
- \* Outlines Public Notice requirements for CAC meetings
- \* Describes requirements for Public Input and Comment

# Article VI – Officers and Duties

Chair/Vice Chair Descriptions and Terms

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# Article VII– Subcommittees

- \* Outlines the ability of the CAC Chair to create standing or ad-hoc subcommittees and how such meetings will be convened

# Article VIII - Staff

- \* Outlines functions of HRPDC/HRPTO Executive Director (Robert Crum Jr.) and HRPDC/HRTPO Administrator of Civil Rights and Community Affairs, in support of the CAC

# Article IX - Procedures

- \* Parliamentary Procedure – Robert’s Rules of Order
- \* Defines CAC and an “Advisory Agency”
- \* Lists laws and regulations governing the CAC (FOIA, Conflict of Interest Act, Public Procurement Act)

# Next Steps

Update CAC Bylaws and present to  
CAC at March, 2021 meeting