

## Chapter 2.97

### CITIZENS PARTICIPATION ADVISORY BOARD (CPAB)

(2385-7/79, 2920-12/87, 2443-8/80, 2385-7/79, 2922-12/87, 3135-5/92, 3335-10/96, 3818-12/08)

#### Sections:

- 2.97.010 Created.
- 2.97.020 Composition.
- 2.97.030 Duties and responsibilities.
- 2.97.040 Operating policies.
- 2.97.050 Quorum
- 2.97.060 Officers and terms
- 2.97.070 Meeting location and time
- 2.97.080 Conflict of interest

**2.97.010 Created.** There is hereby created the Citizen Participation Advisory Board (CPAB).  
(3335-10/96)

**2.97.020 Composition.** The Citizen Participation Advisory Board (CPAB) shall consist of up to fifteen members to be appointed by vote of the City Council. Terms shall be concurrent with the City's Housing and Urban Development (HUD) grant year. (3335-10/96, 3818-12/08)

**2.97.030 Duties and responsibilities.** The purpose of the board shall be to provide citizen participation and coordination in the City's planning processes for the Community Development Block Grant Program administered by the Federal Department of Housing and Urban Development (HUD). The Board shall assess the needs of the community, particularly that of low and moderate income households, evaluate and prioritize projects pertaining to the required plans and provide recommendations to City Council on such plans and projects. The Board may hold public hearings to obtain citizen input on community needs, plans or proposals. The Board shall provide specific recommendations regarding the projects reviewed by the Board to the City Council. (3335-10/96, 3818-12/08)

**2.97.040 Operating Policies.** The Board shall conform to the operating policy for boards and commissions as contained in Chapter 2.100 of the Huntington Beach Municipal Code. The Standard Code of Parliamentary Procedure, new and revised, shall be the guide for the conduct of meetings. (3335-10/96)

**2.97.050 Quorum.** A simple majority of the existing membership shall constitute a quorum, disregarding vacant positions if any. (3335-10/96)

**2.97.060 Officers and Terms.** The officers of the CPAB shall be the Chairperson, Vice Chairperson, and Secretary. Officers shall serve for a term of one year until successors are elected. The Chairperson shall not serve more than two (2) consecutive years in this office. Terms of office shall be commensurate with the City's grant year. (3335-10/96)

**2.97.070 Meeting Location and Time.** The Board shall hold regular monthly meetings, excluding July through September, and establish its meeting times and locations by a minute action. All meetings are open to the public, and special meetings may be called in conformance with the Ralph M. Brown Act. The Board is encouraged to hold meetings in areas where the proposed activities may occur, providing opportunities for increased participation. (3335-10/96, 3818-12/08)

**2.97.080 Conflict of Interest.** No Board member shall obtain a financial interest or benefit from a recommended activity or have a financial interest in any contract, subcontract, or agreement with respect to either a recommended activity or with respect to the proceeds of the activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter, unless an exception is permitted as determined by HUD. (3335-10/96, 3818-12/08)