



Community Development Advisory Committee

MEETING
January 28, 2026

**David Blackstead
Conference Room**

City-County Office Building

1:00 PM

The City of Bismarck encourages citizens to provide their comments via email to planning@bismarcknd.gov. The comments will be sent to the Community Development Advisory Committee prior to the meeting and included in the minutes of the meeting. To ensure that comments are compiled and forwarded to the Community Development Advisory Committee with enough time to review all comments, please submit your comments no later than 8:00 am the day of the meeting. Comments should also include which agenda item number or topic your comment references and your name (anonymous comments will not be forwarded to the Community Development Advisory Committee or included in the minutes of the meeting).

If you would like to appear via video or audio link for a 3-5 minute comment on a public hearing item, please provide your e-mail address and contact information to planning@bismarcknd.gov at least one business day before the meeting.

A recorded version of the meeting will be made available on the City of Bismarck's website [here](#).

The City of Bismarck does not discriminate in admission or access to its programs, activities, or services. To request accommodations for disabilities and/or language assistance, please contact the Title VI/ADA Coordinator at 701-355-1330.

Agenda subject to change prior to meeting.

1. **PROGRAM OVERVIEW**
2. **ELECTION OF CHAIR AND VICE CHAIR**
3. **PUBLIC COMMENT**
 - A. Includes items on the Regular Agenda
4. **REGULAR AGENDA**
 - A. Review of draft bylaws
 - B. Discussion of future meeting date(s)

5. **OTHER BUSINESS**

- A. Any other business

6. **ADJOURN**

- A. The next regular meeting date is to be determined and will be announced on the City of Bismarck's website.

Bylaws of the Community Development Advisory Committee (CDAC)

Article I. Name and Purpose

1.1 Name

This body shall be known as the Community Development Advisory Committee (CDAC).

1.2 Purpose

The CDAC is established to advise the City of Bismarck Planning Department on the allocation and use of associated grant funds, to review and recommend program priorities for inclusion in Annual Action Plans and Consolidated Plans, and to ensure community input consistent with U.S. Department of Housing and Urban Development (HUD) regulations, as well as those outlined in the City of Bismarck's Citizen Participation Plan.

Article II. Authority and Responsibilities

2.1 Authority

The CDAC operates under the authority delegated by the Bismarck Board of City Commissioners pursuant to applicable federal and local laws.

2.2 Responsibilities

The CDAC shall:

- Review community development needs and priorities.
 - Evaluate grant proposals and applications.
 - Recommend funding allocations to the Bismarck Board of City Commissioners.
 - Provide input on priorities, goals and objectives to support the yearly Annual Action Plan and five-year Consolidated Plan, as well as any needed amendments.
 - Encourage and facilitate public participation, including required public hearings, as identified in the Citizen Participation Plan.
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Article III. Membership

3.1 Composition

The CDAC shall consist of up to 13 members appointed by the Bismarck Board of City Commissioners. Membership should be a cross-section representation of the people in Bismarck. They serve as a voice for the community and act in an advisory capacity on the current needs of the community. The committee does not have independent duties or authority to take actions that will bind the Board of City Commissioners. The group is led by

staff members from the Bismarck Planning Department and includes 5 designated seats for representation from Bismarck-Burleigh Public Health, City of Bismarck Finance Department, City of Bismarck Finance Department, City of Bismarck Planning Department and City of Bismarck Administration Department. Another 8 seats are available for at-large members selected through a public solicitation for applications, according to standard procedures, and who are appointed by the Bismarck Board of City Commissioners for a three-year term.

3.2 Qualifications

Members must have demonstrated interest or professional experience in community development, housing issues or related matters. Experience in finance, specifically grants or grant administration, is preferred.

3.3 Term of Service

Members shall serve staggered terms of 3 years. Terms may be renewed upon reappointment.

3.4 Vacancies

Vacancies shall be filled by appointment for the remainder of the unexpired term.

3.5 Removal

Members may be removed for:

- Missing three (3) consecutive regular meetings without cause,
- Violating the conflict-of-interest policy, or
- Conduct detrimental to the work of the Committee.

Removal shall require action by the Bismarck Board of City Commissioners.

3.6 Compensation

Members of the CDAC shall serve without compensation.

Article IV. Officers

4.1 Officers

The Committee shall elect from its membership a Chairperson and Vice-Chairperson annually.

4.2 Duties

- The Chairperson presides at meetings and serves as the liaison to the City of Bismarck.
- The Vice-Chairperson assumes the Chair's duties in their absence.
- If both officers are absent, the members present shall elect a temporary presiding officer.

4.3 Staff Support

City of Bismarck staff shall provide administrative support, including recordkeeping and meeting notices, as well as meeting agenda preparation and the distribution of meeting materials to the CDAC.

Article V. Meetings

5.1 Regular Meetings

The CDAC shall meet at least quarterly or as needed to fulfill its responsibilities. The schedule shall be set annually.

5.2 Special Meetings

Special meetings may be called by the Chairperson or by a majority of members with at least 7 days' notice.

5.3 Quorum

A quorum shall consist of a majority of appointed members. No business shall be conducted without a quorum.

5.4 Voting

Actions require a majority vote of those present when a quorum exists. Each member has one vote. Proxy voting is not permitted.

5.5 Open Meetings

All meetings shall be open to the public and comply with applicable open meetings laws and public records acts. Notices and agendas shall be posted in accordance with legal requirements.

5.6 Attendance

Members are expected to attend all regular and special meetings.

- Members who miss three consecutive meetings may be subject to removal by the Board of City Commissioners.
- Members should notify staff or the Chairperson in advance of any absence.

5.7 Remote Participation

A member may join the meeting by reliable electronic media and be included in the determination of a quorum, and discussion and voting on agenda items.

Article VI. Meeting Procedures

6.1 Parliamentary Authority

Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except as otherwise provided by these bylaws or applicable laws.

6.2 Minutes

Official minutes shall be maintained by staff and approved by the Committee at the following regular meeting. Minutes shall be available for public inspection.

Article VII. Conflict of Interest

7.1 Disclosure

Members must disclose any potential conflicts of interest with respect to funding recommendations.

7.2 Recusal

Members with a conflict of interest may not vote on or participate in deliberations related to the matter.

7.3 Documentation

Any recusal shall be recorded in the meeting minutes.

Article VIII. Subcommittees

The Committee may form subcommittees or work groups as needed to address specific topics, provided they report back to the full Committee.

Article IX. Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the Committee at any regular meeting, provided that written notice of the proposed amendment has been distributed to all members at least ten (10) days prior to the meeting.

Article X. Adoption

These bylaws shall take effect upon approval by the CDAC and shall remain in effect until amended or repealed.

These bylaws were adopted by the City of Bismarck Community Development Block Grant Advisory Committee on the ____ day of _____, 2026.

Community Development Advisory Committee

XXXXXXXXXX - Chairperson