

**BY-LAWS OF THE
LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
REGIONAL REVIEW COMMITTEE**

ARTICLE I Organization:

On June 13, 1983, the State of Texas submitted the first year Final Statement for the Texas Community Development Program to the U.S. Department of Housing and Urban Development (HUD). The 1983 Final Statement called for creation of, "...a Regional Community Development Review Committee in each of the state's 24 planning region. Each Committee will consist of 12 members appointed by the TDA Commissioner...members will serve two-year staggered terms."

ARTICLE II Definitions:

As used in these By-laws:

1. "RRC" means Regional Review Committee.
2. "Texas CDBG Program" means Texas Community Development Block Grant Program.
3. "TDA" means Texas Department of Agriculture.
4. "Region" means the Lower Rio Grande Valley area.
5. "LRGVDC Staff" means the Lower Rio Grande Valley Development Council Regional Planning & Services Department Staff.

ARTICLE III Objective & Purposes of the RRC:

Each Regional Review Committee will accomplish the following tasks:

1. Community Development Fund is available on a biennial basis.
2. All non-entitlement cities/counties will be mailed a meeting notice through certified mail, return receipt or deliver in person, at least 5 days before the meeting.
3. Under the gentlemen's agreement all non-entitlement cities/counties will be provided with a notice of intent form to be completed and returned to the LRGVDC.
4. The scoring of applications is shared between TDA & the RRC with the RRC having predominate percentage of the total score.

5. RRC will designate LRGVDC Regional Planning Staff to provide staff support to the LRGV Regional Review Committee. All applications and correspondence should be mailed as follows:

Mr. Ron Garza, Executive Director
Lower Rio Grande Valley Development Council
301 W. Railroad Street
Weslaco, Texas 78596

6. Each Regional Review Committee is responsible for determining local project priorities and objective factors for all its scoring components based on public input in accordance with the requirements in the Action Plan.
7. The RRC shall establish the numerical value of the points assigned to each scoring factor and determine the total combined points for all RRC scoring factors.
8. The RRCs are responsible for convening public hearings to discuss and select the objective scoring factors that will be used to score applications at the regional level in accordance with the requirements in the Action Plan. The public must be given an opportunity to comment on the priorities and the scoring criteria considered. The final selection of the scoring factors is the responsibility of each RRC and must be consistent with the requirements in the Action Plan. Each RRC shall develop a Regional Review Committee Guidebook, in the format provided by Tx CDBG staff, to notify eligible applicants of the objective scoring factors and other RRC procedures for the region.
9. The RRC must clearly indicate how responses would be scored under each factor and use data sources that are verifiable to the public.

ARTICLE IV

Membership:

1. The RRC shall consist of 12 members appointed by the TDA Commissioner for two-year staggered terms.
2. An appointed RRC member may designate a local elected official alternate from his/her city or county to participate in the RRC's deliberations for the purpose of meeting quorum. This alternate person must be authorized in writing from the official being represented prior to his/her participation at any RRC meeting where voting is to occur. However, proxies cannot vote on RRC matters.

ARTICLE V

Voting:

1. The RRC, with the cooperation of the support staff, will be required to retain all ballots or other voting records used by RRC members during the project scoring process.
2. Only appointed RRC members of the RRC can vote on RRC agenda action items.
3. An appointed member may designate in writing a local elected official as his/her alternate to participate in the RRC's deliberations for the purpose of meeting quorum, but proxies cannot vote on RRC matters.

ARTICLE VI

Quorum:

1. A meeting of the RRC requires a quorum of a simple majority of all current members.
2. There are 12 members in the RRC, so 7 members make a quorum.

ARTICLE VII

Meetings:

1. Meetings shall be held when the Chairman/Vice Chair calls for meeting.
2. All eligible applicants in the region shall be notified in writing of the date, time and place of the RRC meeting at least five days prior to the meeting through certified mail.
3. A public notice in the local newspaper(s) describing the same shall be published at least 3 days in advance of the actual meeting.

ARTICLE IX

Appeals:

1. **Written Notification to RRC and TDA**
An applicant must notify its Regional Review Committee and TDA in writing of the alleged specific violation of the RRC scoring guidebook within **five working days** following the date the RRC scores are made available to the applicants (RRC staff support is advised to record this date).
2. **RRC Notification to Applicants of Appeal(s)**
Within **ten working days** following the receipt of an appeal, the RRC will notify all applicants in the region that the RRC will reconvene to hear the appeal. The RRC will give notice to applicants that their

scores may be affected by the outcome of the appeal and may present pertinent information at the RRC appeal meeting.

3. **RRC Reconvenes to Hear the Appeal(s)**
In an open meeting, the RRC shall consult with the appellant jurisdiction and consider the appeal. With a simple majority quorum present (i.e., seven members), the RRC will vote to both deny the appeal and forward the appeal and the original regional scores to TDA or to sustain the appeal and proceed with corrective actions. If the RRC sustains the appeal, the RRC makes corrections and forwards the corrected regional scores to TDA. The RRC administrative staff will send a written description of the results of the appeals meeting to all applicants in the region and to TDA. Please note that applicants negatively affected by an original appeal have the same procedural rights to participate in the scoring appeal meeting, including presenting relevant information to the RRC.
4. **Applicants May Appeal a Decision of the RRC**
Within **five working days** following the decision of the RRC, an applicant may submit an appeal of the RRC decision to TDA. The appeal must be submitted to TDA in writing stating the alleged specific violation of the RRC scoring guidebook.
5. **TDA Makes Final Scoring and Ranking Determinations**
If the appeal is unresolved by the RRC or denied at the regional level, and the applicant appeals a decision of the RRC, the TDA will make a final determination as follows:
 - sustain the appeal and make funding recommendations based on corrected regional scores; or
 - reject the appeal and make funding recommendations considering the original RRC submitted scores.

TDA will notify the region of the decision and post the final rankings for the region.

ARTICLE X

Staff Support:

1. The designated RRC staff support will furnish all RRC administrative work.

ARTICLE XI

Summary:

1. A summary of the meetings shall be written and kept by the staff support.

ARTICLE XII

Amendments:

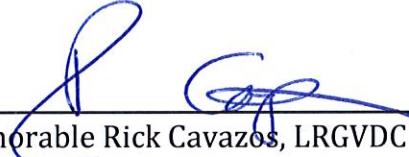
These By-laws may be altered, amended or added to by vote from the RRC, provided that:

1. Notice of proposed changes shall contain a full statement of the proposed amendment(s) and be presented to the RRC at a scheduled meeting.
2. The RRC adopts the proposed amendment(s) by a majority vote of the members present at the RRC meeting.

ARTICLE XIII

Adoption:

These By-laws are duly amended at a meeting of the Lower Rio Grande Valley Regional Review Committee (RRC) on this the 21st day of June 2018.



Honorable Rick Cavazos, LRGVDC RRC Chairman