

Denise M. Cambridge, Board Chair
Community Development Advisory Council

Date: July 14, 2025

Lindsey McLemore, Clerk of Council
Columbus Consolidated Government
Columbus, GA 31902

Subject: Request for Removal of Inactive Advisory Council Member Due to Non-Attendance

Dear Clerk McLemore,

I am writing to formally request the removal of Mr. Julio Portillo from the Community Development Advisory Council (CDAC) due to a continued lack of attendance, in accordance with the bylaws governing this advisory council.

According to our bylaws, members are expected to attend regular meetings and actively participate in CDAC activities. Mr. Portillo has not attended 4 consecutive scheduled meetings during the 2025 calendar year and has not communicated any intent to continue participation. There has been no response or engagement from the member over the past seven months despite ongoing outreach efforts from the board chair and secretary.

Per Article IV Section 3 of our bylaws, this level of non-attendance qualifies as grounds for removal. Maintaining an active and engaged membership is essential to the effective operation of the council and to fulfilling our pledged commitment of service to the community.

We respectfully request that the Columbus City Council initiate the process for removal. I will follow up with a letter outlining who we are, what we do, and what we need so that the next appointee can begin their term with a clear understanding of this advisory council role and current priorities. Our goal is to ensure incoming members are informed, engaged, and ready to contribute meaningfully to the mission of CDAC.

Please feel free to contact me if further information or documentation is required.

Thank you for your attention to this matter.

Sincerely,
Denise M. Cambridge
Board Chair
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