

## BYLAWS

### HOUSING AND HUMAN SERVICES ADVISORY BOARD (HHSAB)

#### Article I. Name

The name of this board is the Housing and Human Services Advisory Board.

#### Article II. Enabling Authority

The Housing and Human Services Advisory Board was established by a resolution of the Ann Arbor City Council on January 22, 2007.

#### Article III. Purposes and Objectives

Section 1. The purpose of the Housing and Human Services Advisory Board ("Board") is to make recommendations to the City Council, City Administration, and the Office of Community Development regarding policies and programs to address the housing and human services needs of low income residents of the City of Ann Arbor.

Section 2. The Board is an advisory body and shall be limited to performing the tasks enumerated in these bylaws or otherwise delegated to it by City Council. By City Council resolution, the Board is charged with the following powers and duties:

1. To develop an annual work plan, which shall be subject to the approval of City Council, and which shall detail the Board's role in implementing the City's housing and human services policies and programs. [The annual work plan for the following year is to be completed and passed on to City Council for approval before the end of November of the current year.]
2. To provide leadership in developing the Consolidated Strategy and Plan and Annual elements required by the Federal Department of Housing and Urban Development.
3. To make recommendations to City Council regarding City housing and human services policies.
4. To make recommendations annually to City Council regarding funding priorities for the expenditure of federal, state, and City allocations and grants for housing and human services.
5. To oversee the HUD-mandated citizen participation process to assess community housing and human service needs.

#### Article IV Membership

Section 1. The Board shall consist of sixteen (16) members nominated and approved by City Council. Thirteen (13) members shall be voting members and three (3) shall be non-voting. Appointments of voting members shall be made from candidates who have the following expertise or affiliation:

- Three (3) representatives of non-profit organizations involved in housing and human services for low-income residents or representatives of users of such services.

- Two (2) representatives of the business, development, banking, architectural, or legal community.
- One (1) professional or academic in the field of social services or a related field.
- Seven (7) individuals selected from the community at large.

Appointments of non-voting members shall be made from candidates who have the following expertise or affiliation:

- One (1) youth representative.
- Two (2) City Council members.

Section 2. All members of the Board shall serve without compensation.

Section 3. All non-voting members shall be appointed for a one-year term. All voting members shall be appointed for a three-year term. In order to insure that approximately one third of the voting members' appointments expire each year, initial appointments shall be four (4) members for a one-year term, four (4) members for a two-year term, and five (5) members for a three-year term.

Section 4. Consistent with City Charter §12.2, all members of the Board shall be registered electors in the City of Ann Arbor, unless an exception is granted by a resolution concurred in by at least seven (7) members of City Council.

Section 5. Consistent with City Code § 1:171, no member shall be allowed to hold over for more than sixty (60) days beyond the appointed term whether or not a successor has been appointed, except that City Council may extend terms for periods of ninety (90) days upon the recommendation of the Mayor and vote of at least six (6) members of Council.

Section 6. Consistent with City Code §1:171, the Mayor shall notify City Council of the expiration of a member's term at least thirty (30) days prior and shall present to City Council all proposed reappointments no later than sixty (60) days after the expiration of the term.

Section 7. Consistent with City Code §1:171, any vacancy on the Board occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 8. Members are expected to attend regularly scheduled meetings and to notify the Chair and the Director of the Office of Community Development in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the member.

Section 9. A member of the Board may be removed by City Council for cause.

## **Article V Ethics and Conflicts of Interest**

Section 1. A Board member shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest.

Section 2. A Board member shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Board.

Section 3. A Board member shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of the Board. This restriction shall apply during the member's tenure on the Board and for one year thereafter.

Section 4. A Board member shall abstain from discussion or voting on any matter from which that Board member, any member of his/her immediate family, his/her partner, or a person with whom the Board member has family or business ties may obtain a financial interest or other benefit.

Section 4. No member of the Board shall occupy a HOME-assisted affordable housing unit.

Section 5. Except where it violates a confidence, a member shall disclose all pertinent facts regarding any possible conflict, real or apparent, and those facts shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

Section 6. Members shall complete an annual disclosure of organization affiliations and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 7. Members of the Board shall comply with the ethical requirements of these bylaws in a manner consistent with all applicable laws governing conflicts of interest, including, as amended, 24 CFR 570.611(b), 24 CFR 85.36, 24 CFR 84.42, and 24 CFR 92.356.

## **Article VI      Officers**

Section 1. The officers of the Board shall be a Chair and Vice-Chair. The officers shall be elected each year from among the voting members of the Board. The officers shall be elected for a one-year term by a majority of the voting members currently serving on the Board. No member shall serve more than three (3) consecutive one-year terms in one office. [The term of the officers shall run from January 1 to December 31 of each year.]

Section 2. The Chair shall preside at all meetings and shall decide points of order and procedure subject to the provisions of these bylaws and in accordance with Robert's Rules of Order, as revised. The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

Section 3. Should an officer resign or be removed from the Board, or otherwise become unable to fulfill his/her official duties before the expiration of his/her term, a replacement officer shall be elected at the next regularly scheduled meeting and shall serve for the remainder of the term. The replacement officer shall be elected in the same manner as for full-term officers. The Vice-Chair may be elected as replacement Chair, in which case a replacement Vice-Chair shall be elected at the same time.

Section 4. No individual may hold more than one (1) office at a time.

## **Article VII Meetings**

Section 1. The Board shall conduct regularly scheduled meetings at least quarterly each year. The schedule of regular meetings for the following year shall be determined by the Board no later than the end of November of the current year. Notice of the year's schedule of regular meetings shall be posted at least forty-eight (48) hours prior to the first meeting of the year.

Section 2. Special meetings may be called by the Chair or by a concurring vote of a majority of the voting members currently serving on the Board. The purpose of the special meeting shall be stated in the notice for that meeting. At the special meeting, the Board may not conduct any business beyond the specific purpose stated in the notice. Notice of the special meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 3. The Board may hold non-voting working meetings to carry on the work of the Board. Notice of the working meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 4. Notice of all meetings shall be posted at City Hall and at the Office of Community Development.

Section 5. The Board shall give notice of all meetings to all members of the Board at least forty-eight (48) hours prior to the scheduled starting time.

Section 6. A majority of all voting members currently serving on the Board shall constitute a quorum. A concurring vote of the majority of all voting members currently serving on the Board is required for the Board to act on any matter. The right to vote is limited to members of the Board actually present at the time the vote is taken at a lawfully called meeting.

Section 7. Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded in the minutes.

Section 8. The Board shall arrange to keep minutes of all meetings, which shall be a record of the Board's consideration and actions, and which shall include at a minimum a list of those members present and not present at each meeting; identifying information, where given, of all persons appearing before the Board; a copy of each resolution or other matter acted upon by the Board and a description of the outcome of each action.

Section 9. All meetings of the Board shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.

Section 10. Public comment shall be allowed at [all meetings.] An individual may speak for up to three (3) minutes [on any item listed on the agenda.] [The Chair may extend an individual's speaking time in his/her discretion.]

## **Article VIII    Agenda and Order of Business**

Section 1. Agendas for each Board meeting shall be developed by the Chair and the Director of Community Development or other delegated staff member. Agendas for all regular meetings shall be made available to the public and other Board members at least forty-eight (48) hours before the meeting's scheduled starting time.

Section 2. The order of business at regular meetings shall be as follows. The order of business may be suspended by a vote of two-thirds of the those members present.

- a) Roll Call
- b) Approval of Minutes of Previous Meetings
- c) Approval of Agenda
- d) Public Comment
- e) Regular Business
- f) New Business
- g) Adjournment

## **Article IX     Committees**

Section 1. Standing or special committees may be created by action of the Board. Each committee shall include at least one (1) member of the Board and may contain other community members, consumers, or stakeholders, in the Board's discretion.

## **Article X     Amendment of Bylaws**

Section 1. These bylaws may be amended at any regular meeting by a majority vote of the voting members currently serving on the Board. Proposed amendments must have been submitted in writing at a prior regular meeting to be considered. Amendments must be approved by City Council.

## **Article XI    Miscellaneous**

Section 1. At the discretion of the City Administrator, or as otherwise mandated by City Council, the staff of the Office of Community Development ("OCD") shall be the primary provider of administrative support and professional advice to the Board and the Director of the OCD shall be the primary liaison between the Board and OCD staff.

Section 2. The City Attorney's Office shall be the legal consultant to the Board.