



BYLAWS OF THE CITY OF ANN ARBOR HOUSING AND HUMAN SERVICES ADVISORY BOARD

Article 1 NAME

The name of this board is the Housing and Human Services Advisory Board (“Board”).

Article 2 ENABLING AUTHORITY

The Housing and Human Services Advisory Board was established by resolution R-28-1-07 of the Ann Arbor City Council on January 22, 2007 (duties and membership restated by resolution R-20-414 on 10/19/20).

Article 3 PURPOSE, OBJECTIVES, AND DUTIES

- 3.1 The purpose of the 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. By City Council resolution, the Board is charged with the following powers and duties:
- (1) Develop an annual work plan, for approval by City Council, for the implementation of housing and human service policies and programs.
 - (2) Provide leadership in developing the Consolidated Strategy and Plan and its annual elements, as required by the federal department of Housing and Urban Development.
 - (3) Make recommendations to City Council regarding citywide housing and human service policies.
 - (4) Annually, make recommendations to City Council regarding funding priorities for federal, state, and City allocations and grants for housing and human services.
 - (5) Oversee a public participation process to assess community housing and human service needs.
- 3.2 Per Resolution R-20-414, the Office Community Development shall assist the Board as follows:

- (1) Provide administrative support.
 - (2) Provide professional advice regarding:
 - (a) Trends in community housing and human services needs
 - (b) Grant-related regulations
 - (c) Development of the Consolidated Strategy and Plan and Annual Plan elements
 - (d) Need for new or revised housing and human services policies
 - (e) Implications of funding priority changes
 - (f) Potential work plan items
 - (g) Other areas, as needed
 - (3) Implement the annual work plan and provide periodic progress reports.
 - (4) Administer related housing and human service programs;
- 3.3 The Board is an advisory body and is limited to performing the tasks enumerated in its enabling resolution or ordinance, these bylaws, and otherwise delegated to it by City Council.

Article 4

MEMBERSHIP

- 4.1 The Board has 14 voting members appointed to 3-year terms by the Mayor with the approval of City Council, consisting of:
- 3 nonprofit or consumer representatives
 - 2 business representatives (preferably representing development, banking, legal, or architect sectors)
 - 7 at-large representatives
 - 1 social services or academic professional
 - 1 youth representative
- Two members of City Council shall be nonvoting members of the Board, nominated by the Mayor and approved by City Council.
- 4.2 All members of the Board serve without compensation.
- 4.3 Consistent with City Charter § 12.2, each member of the Board shall be a registered elector of the City of Ann Arbor at the time of appointment, unless this requirement is waived by a resolution concurred in by at least 7 members of City Council.

- 4.4 A member whose term has expired may hold over and continue to serve as a member of the Board until a successor has been appointed.
- 4.5 Consistent with City Code § 1:171, the Mayor shall notify City Council of the expiration of a member's term at least 30 days prior and shall present to City Council all proposed reappointments no later than 60 days after the expiration of the term.
- 4.6 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.
- 4.7 Members are expected to attend regularly scheduled meetings and to notify the Chair and staff liaison in advance if they expect to be tardy or absent. If a member misses more than 3 regularly scheduled meetings in a 12 month period, the Chair shall notify the Mayor and may recommend removal of the member.
- 4.8 Consistent with City Code § 1:171, a member of the Board may be removed for cause by the Mayor with the approval of City Council.
- 4.9 Consistent with City Code § 1:171, when one or more City Council members are appointed as members of or liaisons to a board or commission, the board or commission shall designate a group consisting of the City Council members and one or more voting members of the board or commission to review applications for membership on the board or commission. This group may submit recommendations for appointments to the Mayor, or to City Council for appointments made by City Council, from among the applications reviewed.

Article 5

ETHICS AND CONFLICTS OF INTEREST

- 5.1 A member of the Board shall abstain from discussion or voting on any matter in which that member has a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles provided in this article. A conflict of interest shall at a minimum include, but is not necessarily limited to:
 - (1) Discussing, voting on, or otherwise acting on a matter in which a member or any person in the member's immediate family, the member's partner, or an entity with whom the member has family or business ties has a direct financial or beneficial interest.
 - (2) Discussing, voting on, or otherwise acting on a matter when the member's employee or employer is an applicant or agent for an applicant, or has a direct financial or beneficial interest in the outcome.
- 5.2 A member of the Board shall not solicit or accept gratuities, favors, or anything of monetary value from persons or entities in a position to benefit from a decision of the Board.
- 5.3 A member of the Board shall not obtain, for the member or for any person with whom the member 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 1 year thereafter.

- 5.4 A member of the Board shall disclose the general nature of all potential conflicts of interest, real or apparent, and, except when it violates a confidence, shall disclose all pertinent facts relating to the potential conflict. These disclosures shall be made prior to discussion and voting when possible and shall be recorded in the minutes of the proceedings. If the member believes that the potential conflict warrants recusal, the member may abstain from discussion and voting on the matter.
- 5.5 A member who cannot vote due to a conflict of interest shall, during deliberation and voting on the matter by the Board, leave the meeting or the area where the members sit until action on the matter is concluded.
- 5.6 When a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Board may determine that the member is ineligible due to a conflict of interest by a vote of a majority of the other members present. Upon such a determination, the ineligible member shall not participate in discussion or vote on the matter.
- 5.7 Members of the Board shall complete an annual disclosure of organization affiliations that could conceivably present a conflict of interest and shall update this disclosure in writing at any time during the year when such affiliations change. The disclosure shall be provided to the staff liaison.
- 5.8 Members shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Board without authorization from the Board or the Chair. When communicating for personal purposes on matters that may relate to the Board's business, members shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Board. Whenever a member is asked to speak on behalf of the Board, the member shall seek permission of the Board or the Chair in advance.
- 5.9 Members of the Board shall communicate with City staff through the Boards designated staff liaison unless otherwise authorized by the City administration, and shall follow applicable City administrative policies and procedures.
- 5.10 Members shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties, and shall avoid exchanges or actions based upon personal differences. Members shall be respectful of other members, the public, petitioners, and City staff.

Article 6 OFFICERS

- 6.1 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 1-year term. No member shall serve more than 3 consecutive full terms in the same office.

The term of each officer shall run from January 1 to December 31 of each year. Elections of officers shall be held no later than the month before the officer's term expires.

- 6.2 The Chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of these bylaws. The Chair shall ensure that all meetings are conducted in an efficient and respectful manner. The Chair shall have the privilege of discussing and voting on all matters before the Board. The Vice-Chair shall assume the duties of the Chair in the Chair's absence.
- 6.3 When an office becomes vacant before the expiration of the current term (whether by resignation, removal, incapacity, or other circumstance), the vacancy shall be filled by election in the same manner as for full-term officers and the new officer shall serve the remainder of the term. The replacement officer shall be elected at the next regularly scheduled meeting or as soon as practicable. The Vice-Chair may be elected as replacement Chair, in which case a replacement Vice-Chair shall be elected at the same time.
- 6.4 No member may hold more than 1 office at the same time.

Article 7 MEETINGS

- 7.1 The Board shall schedule regular meetings. The entire schedule of regular meetings for the upcoming year shall be posted within 10 days after the first meeting of the year. A change in the schedule of regular meetings must be approved by the Board and notice of the change shall be posted within 3 days after the meeting at which the change is approved.
- 7.2 Special meetings may be called by the Chair or by the written concurrence of 3 voting members. Public notice of the special meeting shall be posted at least 18 hours prior to the scheduled starting time. Except when the special meeting is a rescheduled regular meeting, the purpose of the special meeting should be stated in the public notice and the Board should not conduct any business beyond the purpose stated in the public notice, except by unanimous consent of the voting members present.
- 7.3 Board may hold nonvoting working meetings to carry on the work of the Board. Public notice of the working meeting shall be posted at least 18 hours prior to the scheduled starting time.
- 7.4 Public notice of regularly scheduled committee meetings shall be posted in the same manner as the schedule of regular the Board meetings. Public notice of nonregularly scheduled or special committee meetings shall be posted at least 18 hours prior to the scheduled starting time.
- 7.5 Public notice of all meetings shall be posted at City Hall or at any location designated by the City Administrator or City Council.
- 7.6 When practicable, meetings shall be scheduled to allow the staff liaison to provide notice to all members of the Board at least 48 hours in advance.

- 7.7 The Chair may cancel a meeting if there is no business on the agenda or if it is clear that a quorum will not be present. The Chair may cancel a meeting due to weather, emergency, or other circumstances that may substantially limit the ability of members of the Board or the public to attend. The Chair shall give notice of cancellation to members of the Board and the staff liaison as soon as possible and at least 2 hours prior to the scheduled meeting time, when practicable. The staff liaison shall post public notice of the cancellation as soon as practicable. Cancelled regular meetings may be rescheduled in the same manner as special meetings.
- 7.8 A majority of all voting members currently serving on the Board shall constitute a quorum. The concurring vote of a majority of all members present and eligible to vote is required for the Board to act. If the effective voting membership of the Board is reduced because of a conflict of interest, a majority of the remaining voting members currently serving on the Board shall be required for the Board to act. 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. A member who is not eligible to vote on a matter because of a conflict of interest shall not be counted in establishing a quorum for that matter.
- 7.9 Voting shall be by voice or a show of hands. The Chair shall declare the outcome of each vote. If the vote is not unanimous, any voting member may request a roll call vote, which shall be taken and recorded in the minutes.
- 7.10 The Board shall keep minutes of all regular and special meetings in accordance with City administrative policies and direction.
- 7.11 Consistent with City Council Resolution R-642-11-91, all meetings of the Board shall be open to the public conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended.
- 7.12 Public comment shall be allowed at all meetings. An individual may speak for up to 3 minutes on any item open for public comment. The Chair may extend an individual's speaking time in the Chair's discretion. Public comment on non-agenda items may be limited in the Chair's discretion.

Article 8

AGENDA AND ORDER OF BUSINESS

- 8.1 An agenda for each meeting of the Board shall be developed by the Chair and the staff liaison in consultation with members of the Board as needed. To the extent practicable, agendas, resolutions, and materials for all regular meetings shall be made available to the public and members of the Board at least 48 hours before the meeting's scheduled starting time.
- 8.2 The order of business at regular meetings shall generally be as follows. When setting the agenda, the order of business may be adjusted by the Chair or staff liaison. The order of business may also be suspended or modified by a majority vote of those members present.

- (1) Call to Order
- (2) Roll Call

- (3) Approval of Agenda
- (4) Approval of Minutes
- (5) Public Comment
- (6) Regular Business
- (7) Communications
- (8) Adjournment

Article 9

WORK GROUPS AND COMMITTEES

- 9.1 The Board may create work groups or designate certain members to perform research or develop recommendations to bring to the Board on specific topics.
- 9.2 The Board may create standing or special committees to assist in the work of the Board. Standing committees may, but need not be, described in the bylaws. Each committee shall include at least 1 member of the Board and may include nonmembers in the Board's discretion. Members of committees shall be appointed by the Chair and approved by the Board. Prior to creating a committee, the Commission shall consult with City staff to review the necessity of the committee and whether adequate resources exist to support the committee. Committees may be required to post notice and meet in public in accordance with City Council resolution R-642-11-91.
- 9.3 Work groups and committees should have clearly defined tasks and, except for standing committees, should have a specific timeframe in which to perform their delegated tasks. Work groups and committees shall be limited to performing the tasks delegated to them by the Board and shall report to the Board. Work groups and committees are subject to applicable City administrative policies and procedures.
- 9.3 The Board may also create work groups or designate certain members to perform research or develop recommendations on specific topics without creating a committee.

Article 10

PARLIAMENTARY AUTHORITY

- 10.1 The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall guide the Board; however, parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the Board. Nevertheless, all parliamentary procedures must be consistent with these bylaws and applicable City policies.
- 10.2 The Board shall not adopt or follow any operating rules, regulations, guidelines, or procedures not expressly prescribed by these bylaws.

Article 11

AMENDMENT OF BYLAWS

- 11.1 Amendments to these bylaws may be approved at any regular meeting by a two-thirds vote of all voting members currently serving on the Board. Proposed amendments must have

previously been provided to the Board in writing to be considered. Proposed amendments must be submitted to the Office of the City Attorney for review prior to adoption by the Board. After adoption by the Board, the bylaws are not effective until approved by City Council.

- 11.2 These bylaws should be reviewed annually by the Board for possible amendment.

Article 12
MISCELLANEOUS

- 12.1 The Office of Community Development shall be the primary provider of administrative support and professional advice to the Board and shall designate a staff member to be the liaison between the Board and City staff. The City Administrator has final discretion regarding staffing.
- 12.2 The Ann Arbor City Attorney's Office shall be the legal consultant to the Board.