

BY-LAWS

RESIDENT ADVISORY BOARD HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO

ARTICLE I – NAME

Section 1. Name: The name of the organization shall be: **RESIDENT ADVISORY BOARD, HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO.**

ARTICLE II – MISSION, PURPOSES AND DECLARATION OF INTENT

Section 1. The Mission of the Resident Advisory Board (RAB), Housing Authority of the City of San Luis Obispo (HASLO): Provide a forum in which the interests and concerns of all HASLO residents are represented and considered. The Mission of the Executive Council of the Resident Advisory Board is to act as the governing body of the RAB.

Section 2. The Purposes of the Resident Advisory Board and the Executive Council are:

- A) Serve as a liaison between residents and the Housing Authority and ensure the ongoing participation in the planning and implementation of programs which affect residents, including the Five Year PHA Plan and PHA Annual Plan Updates.
- B) Serve as an advisory body to the Housing Authority in all areas of HASLO operations, including but not limited to occupancy, general management, maintenance, security, resident training, resident employment, social services and modernization priorities.
- C) Assist the Housing Authority in providing a healthy and safe living environment for all residents.
- D) Foster a sense of responsibility and community awareness and pride among all residents.
- E) The RAB shall fully comply with existing and subsequently enacted federal and state laws protecting the individual rights of applicants, residents, and staff. The RAB shall not operate in any manner that will discriminate against any individual on the basis of age, color, disability, ethnicity, familial status, marital status, national origin, race, religion, gender, or sexual orientation.
- F) The Resident Advisory Board shall fully comply with all provisions of the Ralph M. Brown Act.

Section 3. Declaration of Intent: Members of the Resident Advisory Board shall dedicate themselves to: 1) understand Housing Authority programs, policies, regulations and issues; 2) assist with tenant and community outreach, and; 3) participate in voluntary office/clerical assignments for the RAB. In addition to the above, Members shall: 4) commit to attend all meetings; 5) listen with an open mind to all points of view; 6) weigh the costs and benefits of proposed actions; 7) promulgate recommendations and decisions which are fair, reasonable, balanced, timely and consistent with all HASLO policies, rules and regulations and RAB By-laws and; 8) serve and promote the best interests of all residents and the HASLO.

ARTICLE III – MEMBERSHIP

Section 1. Definition of Membership: Any adult, 18 years or older, receiving rental assistance from the Housing Authority of the City of San Luis Obispo, either as a Public Housing program resident or Section 8 voucher recipient, shall be eligible for membership on the Resident Advisory Board.

Section 2. Selection Process: All residents who desire to serve on the Resident Advisory Board must complete a membership application and be approved by the HASLO Director of Housing Management and the RAB Chairperson. Only residents in good standing with the Housing Authority will be considered for placement on the Resident Advisory Board and its Executive Council.

Section 3. Representation Criteria: The RAB shall consist of tenants who represent all segments of the local affordable housing population and who possess qualities which are likely to assist the Board in achieving its Mission, Purposes and Declaration of Intent.

Section 4. Terms of Office: Members of the Resident Advisory Board shall be eligible to serve as long as they continue to qualify for HASLO services, remain in good standing with the Housing Authority, and conform to RAB By-laws, rules and regulations. Determination of good standing with the Housing Authority shall be the responsibility of the Director of Housing Management.

Section 5. Removal: A Member of the Resident Advisory Board, who does not serve on the Executive Council, shall be removed from the roster if he/she does not maintain good standing with the HASLO, is absent from three (3) consecutive regular meetings, or violates Board By-laws, rules and regulations. In each instance of disqualification the Chairperson shall first notify the Member in writing of the pending action and the reason (s) for possible dismissal.

Section 6. Two (2) residents, who represent tenants on the HASLO Board of Commissioners, shall be invited to serve as ex-officio representatives on the Resident Advisory Board, but shall not vote.

ARTICLE IV – MEETINGS

Section 1. Schedule: The Executive Council and RAB will meet quarterly, once every third month. Meeting dates and times shall be set during the final meeting of the prior year, but can be changed to accommodate Staff and Member availability and quorum requirements.

Section 2. Notice: The Executive Council and RAB shall only act in the name of the Resident Advisory Board when it is convened by its Chairperson after due notice of meeting has been given to all Members and HASLO Staff liaison.

Section 3. Special Meetings: The Executive Committee, Executive Council and RAB shall hold special meetings at the discretion of the Chairperson to discuss matters which require immediate attention/action. Prior notice of a special meeting is required. Details of a special meeting shall be reported to the RAB within 30 days.

Section 4. Parliamentary Authority: Robert's Rules of Order shall govern Executive Council and RAB meetings. Robert's Rules shall be used in all meetings and all cases to which they are applicable and in which they are not inconsistent with the By-laws or special rules of this body. Members are expected to conduct themselves in an appropriate manner and respect all RAB Members, Staff and Guests.

Section 5. Rules: The Executive Council and RAB may make such rules and regulations governing its meetings as it may at its discretion determine necessary and which do not otherwise conflict with these By-laws.

Section 6. Open Meetings: All general and special meetings of the Executive Council and RAB shall be open to all Members of the Resident Advisory Board, HASLO residents, staff, and commissioners and to the general public. Closed meetings are not allowed except to protect personal confidentiality during disciplinary deliberations involving violation of HASLO or RAB By-laws, policies and regulations.

Section 7. Order of Business: Unless changed by a majority vote of the Executive Council or RAB, the order of business for all Resident Advisory Board meetings shall be as follows:

- A) Call to Order (Performed by Chairperson, Vice Chairperson or Acting Chairperson)
- B) Roll Call (Chairperson announces the name of each Member of the Executive Council and RAB. Each Member in attendance replies, "present." The Secretary records present and absent Members.
- C) Announcements (Items which alert Members to time-sensitive or special interest issues)
- D) Public Comments from guests who are not Members of the RAB may be made on items not on the agenda, not to exceed three minutes per person. Items raised may be referred to HASLO Staff and, if action by the Board is necessary, may be scheduled for a future meeting.
- E) Consent Items can be approved by a single vote of the Executive Council. Any Member of the Executive Council can pull and discuss any individual Consent Item. It is at this time that the Draft Minutes from the previous meeting shall be reviewed and approved by the Executive Council.
- F) Discussion Items (Items which do not require a vote of the Executive Council)
- G) Action Items (Items which require a vote or consent of the Executive Council)
- H) New Items (Items not on the agenda, but which RAB Members would like to submit for consideration at a future meeting. A majority vote or consensus of the Executive Council is required to place a New Item on the agenda for future consideration.)
- I) Information Items (Items of general interest to Members, but which require no formal action)
- J) Next Meeting Date, Time and Location
- K) Adjournment

ARTICLE V – EXECUTIVE COUNCIL

Section 1. Purpose and Composition: The Executive Council shall be the governing body of the RAB and shall oversee the management of the affairs of the Board when it is activated by the Chairperson in accordance with **Article V, Section 1** of these By-laws. Activation will occur only when a minimum of thirty (30) current members of the RAB are in attendance at non-election Board meetings. The Council shall consist of seven (7) Members and two (2) Alternate Members. Officers of the organization are Members of the Council. Alternate Members may participate in meetings, but are not entitled to vote unless a quorum is lacking.

Section 2. Election: Members of the Executive Council shall be elected by the Members of the RAB and shall hold office for a period of two (2) years with two (2) years renewable beginning in 2011. Election shall be by written ballot unless otherwise decided by the Resident Advisory Board.

Section 3. Vacancies: Vacancies on the Executive Council shall be filled by appointment by the Chairperson, with the concurrence of the HASLO Director of Housing Management, from a list of certified, qualified and current Members of the Resident Advisory Board for the balance of that term.

Section 4. Removal: Officers and Members of the Executive Council may be removed from office for sufficient cause. Such cause may include, but is not restricted to, the following: (1) attendance policy violation; (2) violation of organization by-laws, rules and regulations; (3) failure to maintain good standing with the HASLO, as determined by the Director of Housing Management. An Officer or Council Member who is absent from three (3) consecutive regular or special meetings shall be removed from the Council, but shall be eligible to continue to serve on the RAB for a provisional period of time at the discretion of the Chairperson. Each Officer or Council Member under threat of disqualification has the right to request a hearing. Upon such request the Executive Council shall review charges against any Officer, Council or RAB Member in Closed Session. The Executive Council shall adopt such rules for this hearing as it may, at its discretion, consider necessary and appropriate. In each instance of disqualification the Chairperson shall first notify the Member in writing of the pending action and the reason (s) for the Member's possible dismissal.

ARTICLE VI – OFFICERS

Section 1. Definition of Officers: A group of persons vested with the authority to oversee the governance and management of the Resident Advisory Board and the Executive Council and who are designated to serve as liaison with the HASLO, residents, other agencies and the community.

Section 2. Number: The Executive Council and Resident Advisory Board shall consist of the following Officers: Chairperson, Vice Chairperson, Secretary and Treasurer. These Officers shall serve as the Executive Committee of the Executive Council and Resident Advisory Board. The Chairperson may appoint such subordinate Officers as it may deem necessary, who shall have such duties, authority and terms of office as may be prescribed by the Chairperson.

Section 3. Terms of Office: All Officers of the Executive Council and Resident Advisory Board shall be elected by the Members of the RAB and shall hold office for a period of two (2) years with two (2) years renewable, or until their successors are duly elected and qualified or until resignation or death. Refer to **Article V – Section 4** for Removal from Office provisions.

Section 4. Vacancies: A vacancy in any office by reason of death, resignation, or any other cause, may be filled for the unexpired term by the Chairperson, with the concurrence of the HASLO Director of Housing Management, from a list of certified, qualified and current Members of the Resident Advisory Board for the balance of that term.

Section 5. Nominations: Nominations will be made by the Resident Advisory Board. All nominations must be seconded and consent of the nominees must be secured prior to the election.

Section 6. Elections: Election of Officers shall be by written ballot unless otherwise decided by the Members of the RAB. Elections will be held during the first meeting of every other year beginning in 2011. New Officers will take office at the regular meeting following their election.

Section 7. Duties of Officers: The Officers of the RAB shall perform the following duties:

A. Chairperson: Upon taking office it shall be the duty of the Chairperson to preside at meetings of the Executive Council and RAB. He/she shall assign the Vice Chairperson specific areas of responsibility. The Chairperson shall appoint the Chairpersons of all standing committees. He/she shall establish the agenda for all Resident Advisory Board meetings. The Chairperson, Vice Chairperson or their designee shall attend all meetings of the Board of Commissioners, HASLO.

B. Vice Chairperson: It shall be the duty of the Vice Chairperson to coordinate the activities of the committees assigned to him/her by the Chairperson and to supervise the Chairpersons of committees when so designated. The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is absent.

C. Secretary: It shall be the duty of this office to record the proceeding of all meetings of the Executive Council and Resident Advisory Board and distribute agendas and minutes among all Officers, Members and HASLO Staff Liaison. The Secretary shall be responsible for meeting notices. More detailed responsibilities shall be determined according to Resident Advisory Board policy.

D. Treasurer: It shall be the duty of the Treasurer to request, receive and maintain written account of all RAB funds procured from the Chief Financial Officer, HASLO for purposes authorized by the Executive Council and/or RAB. Detailed responsibilities shall be determined according to RAB policy.

ARTICLE VII – VOTING

Section 1. Voting Rights: Each member of the Executive Council present shall be entitled to one vote. When the Executive Council is not active each member of the RAB present shall be entitled to one vote. Members may abstain from voting for any reason. Proxy voting is not allowed.

Section 2. Quorum: A majority of four (4) Members of the Executive Council and/or RAB shall constitute a quorum. In the event that a quorum of the Executive Council is not present, one or both Alternate Members shall serve as Members to attain a quorum, and shall be entitled to vote.

Section 3. Motions: Following a discussion of an Action or New Item, a motion can be made by a Member to request a vote. The motion, restated and recorded by the Secretary, must be seconded by a different Member. If there is no second, the motion dies. Once the motion has been made and seconded, a vote or consensus of all Members present will be taken and recorded by the Secretary.

Section 4. Decisions: Actions of the Council and RAB will be decided by majority vote or consensus of those present at a meeting where a quorum exists, and will be directed through the Chair.

Section 5. Constituent Integrity: Members should understand that the Executive Council and RAB represents all tenants and, therefore, reflects the interests and concerns of the entire resident population. Airing special or individual concerns is not appropriate and will not be allowed.

ARTICLE VIII – AMENDMENTS

Section 1. Amendment of By-laws: These By-laws may be amended or repealed or new By-laws may be adopted at any regular meeting of the Executive Council or RAB upon due notice as required herein by the vote of a majority of Members present.

Section 2. Notice: The notice of any meeting at which any amendment will be acted upon shall include a complete and accurate statement of the amendment. Justification (s) for the proposed amendment may be provided and arguments for and against such amendment shall be allowed.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees: There shall be such Committees as the Officers of the Executive Council and/or RAB may from time to time determine to be desirable. Standing Committees shall be appointed by the Officers, by which the Chairperson shall appoint the Chair of the Committee. The Chair of the Committee shall be required to attend RAB meetings and provide a report of the Committee's activities.

Section 2. Ad Hoc Committees: When there will be any reason for a Committee to serve a special purpose and exist for a limited period of time, this Committee shall be called Ad Hoc. Ad Hoc Committees shall be appointed by the Officers, by which the Chairperson shall appoint the Chair of the Committee. The Chair of the Committee shall be required to attend RAB meetings and provide a report of the Committee's activities.

Section 3. Executive Committee: The Chairperson, Vice Chairperson, Secretary and Treasurer will serve as the Executive Committee of the Executive Council and Resident Advisory Board.

NOW, THEREFORE, BE IT RESOLVED that the Resident Advisory Board of the City of San Luis Obispo, California has reviewed and approved these By-laws and hereby directs the Chairperson to sign and submit said By-laws to the Director of Housing Management, HASLO.

On motion by Member, **Ms. Kenney**, seconded by Member, **Mr. Richardson**, and on the following roll call vote of the majority of Members present:

AYES: Ms. Altamirano, Mr. Apruzzese, Ms. Armstrong, Ms. Basmajian, Ms. Kenny, Mr. Simpson, Mr. Richardson

NOES: none

ABSENT: Ms. Hernandez, Ms. Macari, Ms. Marroquin, Ms. Price, Ms. Souza, Mr. Tomassian, Ms. Toomey, Ms. White, Mr. White

ABSTAINED: none

These By-laws were duly approved and adopted this **7th** day of **December, 2010**.

Art Apruzzese, Chair, Resident Advisory Board

Vela Herrera, Director of Housing Management, HASLO