

# Bylaws

## The Affordable Housing Advisory Committee (Approved February 16, 2017)

### I. Name and Purpose

(a) The Affordable Housing Advisory Committee of the City and County of Denver (“City”) was created and exists under Division 3, Article V, Chapter 27 of the Denver Revised Municipal Code (“DRMC”). The Committee shall be known as the “Affordable Housing Advisory Committee” and shall be referred to herein as the “Committee”. The Committee is a “Public Body” as defined in DRMC 2-32(ddd).

(b) The general purpose of the Committee is, in accordance with DRMC Section 27-164, *to render advice and recommendations to the Executive Director of the City’s Office of Economic Development (“OED”) in regard to the planning and implementation of City programs and services to preserve and increase the supply of affordable housing in the City, to the extent such programs and services are supported by expenditures from the Affordable Housing Permanent Funds, as provided in DRMC Section 27-150, and federal or other funds allocated by the Executive Director of the City’s Office of Economic Development for housing development, preservation or programs.*

### II. Duties and Responsibilities

As required by DRMC Section 27-164, the Committee shall:

(a) Recommend goals and policies to inform (i) the adoption of a 3-5 year comprehensive housing plan for the City housing expenditures (the “Comprehensive Housing Plan”) to be presented to City Council for approval by September of the year prior to the plan’s first program year for subsequent approval and (ii) OED’s annual housing budget priorities;

(b) Recommend an annual action plan to implement the Comprehensive Housing Plan and assist the OED with prioritization and allocation of City housing expenditures;

(c) Review annual progress reports from OED regarding implementation of the Comprehensive Housing Plan; and

(d) Provide the Executive Director of OED with on-going recommendations regarding the matters set forth in DRMC 27-164(e).

### **III. Membership**

#### **Section 1. Eligibility of Membership; Term of Members; Vacancies.**

(a) The Committee consists of twenty three members, nine of whom are ex-officio members created by DRMC Section 27-158, eleven of whom shall be appointed by the Mayor and confirmed by City Council, and three of whom shall be appointed and confirmed by the City Council.

(b) The appointed Committee members shall serve three -year terms and may be appointed for successive terms.

(c) All vacancies shall be filled in accordance with the requirements of DRMC Section 27-160.

**Section 2. Attendance.** It is the official policy and expectation of the Committee to have its members regularly attend Committee meetings. Regular attendance is vital to conduct the business of the Committee, to have a quorum of the Committee, to have informed Committee members and quality participation, and to respect the time and interest of the public.

If any member of the Committee is absent from any regular meeting, such member shall give the reason for the absence to the Executive Director of OED or a City staff member designated by the Executive Director of OED and the Chairperson of the Committee.

The Secretary of the Committee shall keep records of Committee member attendance and whether each absence is excused or unexcused.

Any absence from a Committee meeting due to sickness of a Committee member, the death of a member of the member's family, court subpoena, or absence from the City, shall be considered an excused absence. Other absences may be deemed excused at the discretion of the Chair. All other absences shall be considered unexcused.

A Committee member may select a representative to attend a meeting on the Committee member's behalf. The Committee member must provide notice of the representative's planned attendance to the Executive Director of OED or a designated OED staff member and the Chairperson at least 24 hours in advance of a meeting. The Committee member will not be considered absent from the meeting, however the Committee member's representative will not be permitted to vote on behalf of the Committee member.

Ex-officio members may elect to send a designee to participate on the Committee on their behalf so long as the ex-officio Committee member submits written notice of the designee's ongoing participation on the Committee to the Executive Director of OED or a designated OED staff member. The written notice from the ex-officio member

shall include: (a) the duration of the designee's participation on the Committee, (b) the designee's position within the ex-officio Committee member's organization, and (c) the ex-officio Committee member's delegation of the right to vote on official Committee business to the designee.

If an appointed Committee member has more than three unexcused absences in a calendar year, a replacement representative will be reappointed by the Mayor or City Council as appropriate to fill the Committee member's position. If an ex-officio member or its designee has more than three unexcused absences in a calendar year, a replacement designee will be requested to fill the ex-officio member's position.

**Section 3. Conflicts of Interest.** Participation and voting in Committee business by members of the Committee shall be subject to the requirements and limitations of the City's Code of Ethics, in accordance with DRMC 27-163(b).

#### **IV. Officers**

**Section 1. Officers.** The officers of the Committee shall consist of a Chairperson, Vice-Chairperson and Secretary. Committee members shall not hold more than one Officer position. City staff including the City Council representative shall not be eligible to hold an officer role on the Committee.

**Section 2. Nominations and Elections.** The Committee shall hold an election of officers at the first regular meeting in January of each year ending in an odd number. The Committee may hold an election of officers at the first regular meeting in February in 2017.

**Section 3. Term.** Officers shall be members of the Committee and shall serve for two-year terms. Officers begin their term after the meeting at which they are elected.

**Section 4. Chairperson.**

(a) The Chairperson shall preside at all meetings of the Committee and shall have all the power to execute Committee - authorized writings in the name of the Committee, except where the signing and execution thereof shall be expressly delegated by the Committee to some other person. Any signature delegation shall be upon formal motion, recorded in the minutes of the Committee meeting. The Chairperson shall have the power to appoint subcommittees from among the members as he or she may decide are appropriate to assist in the affairs of the Committee, and to appoint such subcommittees as may be established by a resolution of the Committee at any regular or special meeting where such resolutions may be proper.

(b) The Chairperson shall authorize calls for any special meetings either on his or her own initiative or on the resolution of the Committee. The Chairperson is also a member of the Committee with full voice participating in all matters and shall have the right to vote independently of whether or not there is a tie vote. The Chairperson shall be an ex-officio member of all subcommittees.

(c) The Chairperson may represent the Committee at any and all City Council sub-committee, full council meetings, community meetings or public hearings to present the advice of the Committee. The Chairperson may appoint other members of the Committee at large to represent the Committee at such meetings as described above.

**Section 5. Vice-Chairperson.** The Vice-Chairperson shall have all the powers and authority and perform all of the functions and duties of the Chairperson in the absence or death of the Chairperson or his or her inability to perform the duties of the Chairperson.

**Section 6. Secretary.**

(a) The Secretary shall be the custodian of the records of the Committee, shall conduct official correspondence and generally supervise the clerical and technical work of the Committee. The Secretary shall be responsible for ensuring that Committee members operate in accordance with these bylaws.

(b) The Secretary shall keep the minutes of all meetings of the Committee. The Secretary will ensure that all meeting minutes are posted in a timely manner on the Office of Economic Development website. The Secretary may delegate its duties described in this subsection (b) to an OED staff member.

(c) The Secretary will report to the Chairperson any Committee members who has three unexcused absences.

(d) The Secretary will validate a quorum was met at all Committee meetings.

(e) The Secretary will work with the Executive Director of OED or a designated OED staff member to schedule periodic meetings for the Chairperson, Vice Chairperson and Secretary of the Committee with the Mayor and City Council President as appropriate.

**V. Meetings**

**Section 1. Regular Meetings.** A regular monthly meeting of the Committee shall be held at a regularly scheduled date and time at a site designated by affirmative vote of the Committee and posted on the OED website. The agenda of such meeting shall be sent via email to all Committee members and posted on the OED website prior to the date of each meeting. The Chairperson, absent objection by any member, may cancel meetings for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the Committee members at least twenty-four hours in advance of the time of the meeting, if possible.

**Section 2. Special Meetings.** Special meetings of the Committee may be held at any time. A call for such meetings shall be issued by the Chairperson or by the written

request of not less than 12 members of the Committee for the purpose of transacting business specifically stated in such call. The notice of the special meeting may be issued by email, by telephone or by mail; but in any event, the purpose of the special meeting shall be stated to each member. No business other than that set forth in the call for the special meeting shall be transacted at the special meeting.

**Section 3. Quorum.** A quorum for the transaction of business shall consist of the majority of the Committee members plus one. It shall be the responsibility of the Secretary, or in the Secretary's absence the Chairperson, to determine what number constitutes a quorum at each meeting. A representative attending a meeting on a Committee member's behalf shall not count towards a quorum.

**Section 4. Agenda.** The Chairperson, Vice Chairperson, the Executive Director of OED or a designated OED staff member and the Secretary shall establish the agenda for each meeting. The Chairperson, Vice Chairperson, the Executive Director of OED and the Secretary will seek input from individual members of the Committee as well as input from OED staff.

**Section 5. Vote.** Unless otherwise provided for by ordinance, all actions of the Committee must be taken by the concurring vote of the majority of the members present.

**Section 6. Open Meetings.** All Committee meetings shall be open to the public in accordance with the terms of DRMC Chapter 2, Article III, as may be amended from time to time.

## **VI. Amendments**

These Bylaws may be amended at any regular meeting of the Committee by a vote of a majority of the entire Committee. In addition, these Bylaws may be amended at any time upon the written approval of two-thirds all the members of the Committee. Further, these Bylaws may be amended by a majority vote of the Committee at a special meeting called for the purpose of considering such amendment to Bylaws.

## **VII. Parliamentary Procedures**

Questions of parliamentary procedure not covered by these Bylaws shall be governed by Roberts Rules of Order, Revised Edition.