

Clackamas County Housing Advisory Board  
By-Laws

ARTICLE I: NAME AND MISSION

This Board shall be known as the Housing Advisory Board (HAB). The mission of the HAB is to advise the Housing Authority of Clackamas County Board (HACC Board) on Housing Authority of Clackamas County policy matters, housing issues, and programs and services for the low and moderate income residents of Clackamas County.

ARTICLE II: PURPOSE

The Housing Advisory Board shall:

- A. Work with the Housing Authority of Clackamas County (HACC) to:
  - (1) Recommend and review development principles, goals, and policies
  - (2) Recommend and review priorities, analyze housing needs, and implement development activities.
  - (3) Review and make recommendations on development proposals that will be undertaken by HACC or will utilize HACC funds and resources.
- B. Consider the community's needs for lower income housing, the resources available to meet those needs and recommend activities to address these considerations accordingly;
- C. Review and make recommendations on HACC housing policies, funding, and organizational capacity;
- D. Review and make recommendations on other affordable housing matters and perform such other advisory functions as may be requested. These include:
  - (1) Provide input on annual housing objectives;
  - (2) Provide input and review on achievement of housing goals and objectives;
  - (3) Act as a liaison between this board and other affordable housing boards and organizations.

ARTICLE III: MEMBERSHIP

SECTION 1: Members

The Board shall endeavor to elect members that reflect the demographic and geographic diversity of Clackamas County

- A. Required Membership
  - (1) Housing Authority Resident
  - (2) Health, Housing, & Human Services Director – H3S (ex-officio)
  - (3) HACC Executive Director (ex-officio)
- B. Recommended Membership
  - (1) Member drawn from a culturally specific or minority group within Clackamas County
  - (2) Member from a culturally specific service provider serving Clackamas County
  - (3) Member drawn from the elderly community
  - (4) Member involved in real estate management and/or development
  - (5) Member with expertise in affordable housing
  - (6) Member drawn from the design and planning professions
  - (7) Member drawn from the construction general contracting profession
  - (8) Member drawn from the legal profession
  - (9) Member representing rural communities

SECTION 2: Appointment and Tenure

- A. Members of the Housing Advisory Board are appointed by the Clackamas County Board of County Commissioners (BCC).
- B. The Board shall consist of not more than 11 voting members.
- C. The HACC and H3S Directors shall be ex-officio members

- D. Initial recommendations of qualified candidates to the BCC shall be made by the Health, Housing & Human Services department for their review and approval. Subsequent membership shall be made by application to the BCC.
- E. Five initial Board members shall be appointed to a one year term. The remaining initial Board members and all new Board members shall be appointed for three-year terms. A Board member may be appointed for up to two (2) additional three-year terms upon approval of the BCC.
- F. Vacancies which occur before the expiration of a Board member's term shall be appointed for the unexpired portion of the term by the director of H3S.
- G. To be excused from a meeting, a Board member must notify the Chairperson or staff to the Board prior to the meeting.
- H. Three unexcused consecutive absences from regularly scheduled meetings of the Board shall constitute automatic resignation by that absent member. Approved leave of absence may be granted by the Chair and shall not be counted in the above formula.

### SECTION 3: Voting Privileges

Each Board member shall be entitled to one vote on all issues presented at regular and special meetings. Proxy votes will not be allowed.

### SECTION 4: Removal

Any Board member may be removed whenever the best interest of the Board will be served. Best interests include, but are not limited to, instances where a Board member has failed to declare an actual or potential conflict of interest, and when a Board member has acted contrary to Board directives or applicable laws including these bylaws. The Board member whose removal is placed at issue shall be given prior notice of removal, and a reasonable opportunity to appear and be heard at a meeting of the Board. A Board member may be removed pursuant to this section by a vote of a majority of the total number of Board members then serving on the Board. The terms, actual and potential conflict of interest, have the same meaning as defined in ORS 244.

## ARTICLE IV: OFFICERS AND DUTIES

### SECTION 1: Officers

The officers shall be a Chairperson and a Vice-Chairperson elected from the Members.

### SECTION 2: Election

Initial elections shall occur at the third meeting of the Board. All subsequent elections shall be held during the regularly scheduled Board meeting in June.

### SECTION 3: Term of Office

Each officer shall hold office during one fiscal year July 1 - June 30 or until relieved of the position by a two-thirds vote of the Members. Officers may hold succeeding terms of office, but may serve no longer than three consecutive terms.

### SECTION 4: Duties

- A. The Chairperson shall preside at all meetings that he or she attends, and shall be responsible for the expeditious conduct of the business.
- B. The Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence. The Vice-Chairperson is also responsible for reviewing Board meeting attendance records and for advising the Chairperson regarding any Board member with absences requiring action in accordance with Article III, Section 2, item "H".
- C. The Board shall be staffed by HACC including providing meeting minutes, meeting notifications, and other support as directed by the Chair.

## ARTICLE V: SUB-COMMITTEES

SECTION 1:

- A. Standing and special sub-committees may be established as deemed necessary by the Board. The Chairperson will appoint each Sub-committee Chairperson.
- B. Sub-committee membership shall be determined by the respective Sub-committee Chairperson. A majority of the members of any sub-committee must be members of the HAB Board. The Chair of each sub-committee must be a member of the Board.

ARTICLE VI: MEETINGS

SECTION 1: Schedule

- A. The Board shall meet at least monthly at a preannounced location. Special meetings may be called by the Chairperson and Vice-Chairperson.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all Board and sub-committee meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of voting members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of Board members present, unless otherwise provided in the bylaws.
- E. No Board member is authorized to speak on behalf of the Board until the Board takes a position by formal action.
- F. In the event a Board member engages in business with the County that could present an actual or potential conflict of interest with matters within the Board's purpose, such member will declare the actual or potential conflict and announce its nature on the record at the meeting. Actual and potential conflicts should be declared as required by Oregon Ethics Law.

ARTICLE VII: REPORTING PROCEDURES

The Board shall make its reports, findings and recommendations to the Clackamas County Board of Commissioners and Housing Authority Board through designated members and staff.

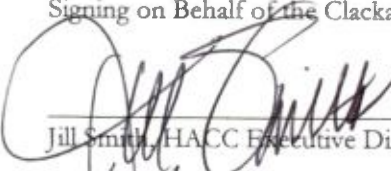
ARTICLE VIII: AMENDMENTS TO BYLAWS

Amendments or repeal can occur only by a two-thirds (2/3) of Board members at a regular or special meeting. Any proposed change must be mailed to all members at least two weeks prior to the meeting at which the vote is to be held. Any amendment must be approved by the Board of County Commissioners and Clackamas County Counsel.

**CLACKAMAS COUNTY**

Commissioner Jim Bernard, Chair  
Commissioner Sonya Fischer  
Commissioner Ken Humberston  
Commissioner Paul Savas  
Commissioner Martha Schrader

Signing on Behalf of the Clackamas County Board

  
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Jill Smith, HACC Executive Director

  
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Date