

**BYLAWS OF THE
CITY OF MESA HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD**

**ARTICLE I
Introduction**

1. **Name:** The name of the organization shall be the City of Mesa Housing and Community Development Advisory Board ("HCDAB").
2. **Description:** The City of Mesa Housing and Community Development Advisory Board, established pursuant to Ordinance number 5123, adopted by the Mesa City Council on September 24, 2012. The location of the Advisory Board is Housing and Community Development, City of Mesa, P.O. Box 1466, Mesa, Arizona 85211-1466.

**ARTICLE II
Statement of Purpose**

The purpose of the Housing Community Development Advisory Board ("Board") shall be to advise the Mesa City Council ("Council") on housing, community development, and social services priorities, funding, and planning. The intent is to appoint citizens of Mesa who will address housing, community development, and social services issues. The Board will be formed and its members will act in accordance with the City of Mesa Charter and Code.

**ARTICLE III
Composition of the Advisory Board**

1. **Number of Advisory Board Members:** The Board shall consist of eleven (11) members as prescribed by Title 2, Chapter 24 of the Mesa City Code.
2. **Composition:** The Advisory Board shall be constituted so that:
 - A. One (1) member shall be a person from a financial institution that has lending experience with all types of housing developments.
 - B. One (1) member shall be a representative from nonprofit providers.
 - C. One (1) member shall be a representative of manufactured housing, either a resident or an owner of manufactured housing.
 - D. One (1) representative from special needs providers.
 - E. One (1) representative from multi-family housing development providers.
 - F. One (1) representative from single-family housing development providers.
 - G. Five (5) representatives from the community. The number of community representatives may be increased to ensure there are eleven (11) board members, but only if there are no qualified applicants for categories A through F. The purpose, preference, and intent are for the Board to consist of six (6) housing representatives as listed in paragraphs A through F and five (5) community representatives.

**ARTICLE IV
Organization**

1. **Selection:** The Mayor, with Council approval, appoints the members.

2. **Term:** Members will serve staggered, three (3) year terms with no member serving more than two (2) consecutive terms. At the time of initial appointment, the Mayor shall designate the length of term for each member to provide for staggered terms.
3. **Limitation of Service:** A Board member may be appointed to serve for no more than two (2) complete consecutive terms. A Board member may be re-appointed after the lapse of three (3) years from the end of his/her previous term.
4. **Vacancies:** There is a vacancy on the Board when: a member has been notified of his/her official removal for cause; a member notifies the Board of his/her resignation; or a member's term has expired and the member is not re-appointed or eligible for reappointment.

When a vacancy occurs, the Mayor, subject to approval of the Council, shall appoint a new member to fill the vacancy. The new appointment must maintain the required composition as set forth in Article III.

5. **Quorum & Voting:** The quorum for a Board meeting shall be at least fifty percent (50%) of the non-vacant seats on the Board. Members must be present to vote; to be present a member must be in attendance at the meeting or appear telephonically. Telephonic appearances should be limited to emergency situations only and not used as a means of regular participation. Telephonic appearances may also be limited by the capability of the facility in which the Board meeting is being held. A majority vote of the Board members present and voting shall decide any matter, except when these by-laws require a greater majority. No member of the Board shall discuss or vote on any agenda item concerning a job or project in which they are engaged as a developer, owner, lender or otherwise involved in or on any project in which they have any personal or financial interest, or for which they have any conflict of interest.
6. **Absence:** Any member with three (3) consecutive absences from meetings in any calendar year, who did not provide prior notice of their absences to the Chairperson or Secretary, shall be considered to have vacated their appointment. The Chairperson shall give notice to the Council of any Board member who is deemed to have vacated their appointment and Council shall have discretion to remove the member from the Board.
7. **Compensation of Board Members:** Membership and service on the Housing and Community Development Advisory Board is voluntary; no compensation is provided.
8. **Duties and Powers:** The Board shall have all authority and powers described in the Mesa City Code, Mesa City Charter, and those delegated by Council.

ARTICLE V Officers

1. **Officers:** Officers of the Board shall consist of a Chairperson and a Vice-Chairperson.
2. **Election of Officers:** The Chairperson and the Vice-Chairperson shall be selected at the first meeting of the new fiscal year by the Board and shall serve for a term of one (1) year. A member shall not hold the office of Chairperson for more than two (2) successive terms. The officers shall be elected from among the members of the Board.
3. **Duties of Officers:**

Chairperson

The Chairperson shall preside at all meetings, appoint committees, when needed, with the concurrence of the Board, appoint committee chairpersons, represent the Board at official

functions, work closely with the Housing and Community Development Director or their designated staff, and function in such other capacities as the Board may designate.

Vice-Chairperson

The Vice-Chairperson shall serve in the absence of the Chairperson.

Chairperson Pro Tem

In the event both the Chairperson and the Vice-Chairperson are unable to preside at the meeting, the members shall appoint a Chairperson Pro Tem for that specific meeting.

4. **Legal Counsel:** The City Attorney, or delegee, shall serve as legal counsel for the Board.
5. **Secretary:** The Housing and Community Development Department will assign staff that shall act as Secretary to the Board.
6. **Officer Vacancies:** A vacancy in any office shall be filled by the Board to complete the unexpired term.

**ARTICLE VI
Meetings**

1. **Regular:** Regular meetings of the Board shall convene on the first Thursday of the month, unless otherwise determined by the Chair or the Secretary, at least four times a year. All meetings shall be open to the public and held in compliance with State law, City ordinances, and these Bylaws.
2. **Special:** The Board may convene special meetings. Special meetings shall be open to the public, and held in compliance with the provision of State law, City ordinances, and these Bylaws.
3. **Notice:** The City Clerk shall post an agenda notice, stating the time and place of the meeting, at least 24 hours before the meeting.
4. **Time and Place:** All Board meetings must be reasonably convenient in time and place.
5. **Meeting Minutes:** Written minutes shall be kept for all meetings, to include a record of votes on all motions. Minutes of previous meetings will be distributed to all Board members prior to the next called meeting. A copy of the minutes of each meeting shall be available at the Housing and Community Development Department or the Mesa City Clerk's Office for inspection by the general public.

**ARTICLE VII
Authority**

1. The Board is **advisory** to the Council and as such has the power to give input and make recommendations to the Council, but has no direct policymaking authority unless such powers and duties are approved by the Council.
2. As stated in Title 2, Chapter 24 of the Mesa City Code, which describes the Powers and Duties of the Housing and Community Development Advisory Board, the Board shall:
 - A. Review and make recommendations to the Council regarding the City's General Plan Housing Element and Housing Master Plan.
 - B. Provide requested assistance to City departments and divisions on housing issues to ensure compatibility with the City's General Plan Housing Element and Housing Master Plan.

- C. Review and make recommendations to the Council on the operation of the housing programs managed by the City's Housing and Community Development Department as requested.
- D. Participate in the Annual Evaluation Process and, with Council approval, make final allocations of the application for funds awarded to the City by the U.S. Department of Housing and Urban Development under the following programs:
 - a. Community Development Block Grant (CDBG);
 - b. HOME Investment Partnerships (HOME);
 - c. Emergency Solutions Grant (ESG); and,
 - d. Neighborhood Stabilization Program (NSP)
- E. Assess the Human Services needs of the community, determine any gaps in service, and utilize this information to develop priorities for Human Services funding, A Better Community (ABC) funds, and any other grant or social service funds that may become available to the City.
- F. Participate in the annual evaluation process and, when directed by Council, make final allocations of the applications for Human Services funds and A Better Community (ABC) funds.
- G. Participate in the evaluation process and, when directed by Council, make final funding allocations of any other grant or social service funds that may become available to the City.
- H. Perform such other powers and duties as may be approved by Council.

ARTICLE VIII Procedure

The powers and duties shall be subject to the following procedures, unless modified by the Board:

1. The Housing and Community Development Director, or designee, shall brief the Board on the key elements of the Housing Master Plan and on the operation of housing programs, including any statutory requirements and other pertinent information.
2. The Board may suggest agenda items for discussion to the Chairperson or Secretary.
3. The Board has the power to elect its officers and create committees of the Board as necessary to perform its duties. The Board does not have standing committees but shall create such committees as the Board determines are needed to perform its duties.
4. The order of business at meetings shall be determined by a written agenda. Unless a specific procedure is provided for in these bylaws, the rules of parliamentary conduct in *Robert's Rules of Order* shall be the procedural authority for all meetings. Whenever possible, meetings of the Board shall be conducted on a "less formal" basis, without parliamentary maneuvering.
5. A majority vote of the Board members present and voting shall decide any matter, except when these Bylaws require a greater majority.
6. Voting shall be by voice vote, hand or electronic signal or paper ballot, on the call of the Chairperson. Each member participating shall vote "yes" or "no". Upon decision of the Chairperson, whether before or after a voice vote, a roll call vote shall be taken and each member participating shall answer the roll call by voting "yes", "no" or "abstain".
7. The Board may defer action on any agenda item whenever it concludes that additional information is needed, or that alternate solutions need further study, as long as time permits. However, where Council or State statutes have mandated deadlines, the board must vote on

recommendations for Council prior to the deadlines set by the Housing and Community Development Director or designee.

**Article IX
Amendments**

The Bylaws may be amended by an affirmative vote of two-thirds of the members, and shall become effective at the next regularly scheduled Board meeting.