

# RESIDENT ADVISORY BOARD BY-LAWS

## Article 1- Council Name:

The name of the organization is the Resident Advisory Board (RAB).

## Article 2- Purpose:

The Resident Advisory Board is organized for the following purpose:

1. To represent the views and concerns of residents.
2. To inform residents of matters concerning them.
3. To coordinate the activities of residents in recreation, entertainment, security, equality, and proper maintenance.
4. To be official resident representative to the Vancouver Housing Authority Board, its Executive Director and staff, and spokesman for residents of VHA developments.

## Article 3- Membership:

All residents 18 years of age on the lease in a VHA owned/managed complex or a participant in the VHA Section 8 program are eligible to become members of the Resident Advisory Board. The initial representation shall be through application to the VHA Executive Director. The board will thereafter be self-appointing. \*Membership shall not exceed 25 and shall be comprised of a minimum of 1/3 Section 8 and 1/3 Public Housing residents. The remainder of the members may be representative of other VHA owned/managed-properties.

## Article 4- Meetings:

The Resident Advisory Board will meet no less than quarterly, at a time, date, and location agreed upon by the members. Additional meetings will be scheduled as necessary and approved by the RAB. The meetings shall be open meeting and City Officials, members of the Housing Authority and its Executive Director and staff, the press and citizens of Vancouver are welcome to attend. Only RAB Board members, however, can vote on any question while all can speak when recognized by the president.

## Article 5- Officers and the Executive Committee:

The Executive Committee will be the officers of the RAB. The Executive Committee members will be elected in a general meeting of the residents.

The Executive Committee will meet at such times as the President deems necessary. Its duties are to see to the day-to-day business of the RAB and to make proposals and suggest programs and policies for the community for approval. It is also the representative of the community to the Vancouver Housing Authority Board and its Executive Director.

A quorum will be a majority (fifty percent plus one) of the Resident Advisory Board. The officers of the Resident Advisory Board shall be the President, Vice President, Secretary, and Treasurer.

### Article 6- Committee Appointment:

The Board has the ability to form committees as deemed appropriate. The President will appoint a member of the RAB as Chair of the committee. The Chair will appoint members to the committee. The Chairperson will report on committee activities at each monthly meeting of the Resident Advisory Board. Any person may decline an appointment.

### Article 7-Officers:

Section 1- The offices of this council shall be made up of:

- A. President
- B. Vice President
- C. Secretary\*
- D. Treasurer\*
- E. Such other Officers as needed

\*Secretary and Treasurer Offices may be combined by the Board

Section 2- The role of the President is:

- A. To assign meeting times
- B. To appoint all committee chairs
- C. To appear at all Resident Advisory Board meetings
- D. To work with and approve all agenda(s) for each meeting
- E. To break a tie vote.

Section 3- The role of the Vice President is:

- A. To assume the responsibilities of the President in his/her absence
- B. To appear at all Resident Advisory Board meetings
- C. To perform any and all reasonable tasks assigned by the President

Section 4- The role of the Secretary is:

- A. To be present at all Resident Advisory Board meetings
- B. To record all minutes at meetings
- C. To keep record of all council and residents at each meeting
- D. To keep a copy of all flyers, minutes, and agenda paper(s) on file.

Section 5- The role of the Treasurer is:

- A. To be present at all Resident Advisory Board meetings
- B. To keep all receipts and paperwork on all money transaction and any additional accounting paperwork

Section 6- The role of the "other" officer is:

- A. To perform such duties asked of by the Resident Advisory Board

1. All meetings will be conducted and governed by a commonly agreed upon universal set of formal rules. A copy of these rules should be obtained and the President and Vice President should become familiar with its rules and act as parliamentarians.

2. A quorum is required for all business. A majority of the members represents a quorum. A quorum must be present to pass all policies and programs and elect Executive Committee members, unless otherwise specified. A quorum is fifty percent plus one of the total membership.
3. All or any officers can be removed by the approval of two-thirds (2/3) of the Executive Committee and two-thirds (2/3) of the voting membership- at the next regular meeting following the Executive Committee meeting.
4. Executive Committee members are selected for one year and there will be new elections for each office. The President can be re-elected for no more than two consecutive terms.
5. All Resident Advisory Board members are permitted one vote each with the exception of the President who may vote twice to break a tie only.

#### Article 8- Committees:

Section 1- The Committee council person shall elect and appoint member(s) to perform on a committee as needed. Any member may decline an appointment.

#### Article 9- Meeting(s):

Section 1- The President can call a special meeting when needed. The Vice President shall call a meeting in the President's absence.

#### Article 10- Voting:

Section 1- All RAB members will be informed of pertinent information.

Section 2- A voting member must be a resident of a VHA owned/managed property or Section 8 to have a right to vote.

Section 3- A RAB agenda shall be prepared in advance for every meeting with the exception of emergency meetings.

### Article 11- Elections of Offices:

Section 1- All officers shall be elected for one-year (1) term. No officer shall serve more than two (2) year consecutive terms.

Section 2- All officers shall receive a copy of the description of his/her duties, responsibilities, obligations, and privileges. The President may alter the duties after an approval of a majority vote.

Section 3- All officers can be removed from their positions for failure to carry out his/her duties, for discontinuance in residency in VHA program, for improper conduct, for failure to meet attendance requirements without reasonable explanation and for unprofessional conduct towards another member of council.

Section 4- The removal of an officer shall take place at a resident council meeting. A quorum must be present of a minimum of five (5) votes to carry out the motion. The officer in question may not vote, but the President has the right to break a tie vote by only an additional one (1) vote.

### Article 12- Amendments

Section 1- These bylaws may be amended in a Resident Advisory Board meeting, if the amendment is submitted in writing.

Section 2- A two-thirds (2/3) majority vote is required for the approval of an amendment.

Section 3- The change of an amendment will be forwarded to the VHA executive offices, and will be noted at the next RAB meeting

### Article 13- Attendance Policy

Section 1- If a member is unable to attend, he or she must call an officer or VHA staff member within three days of the meeting. This comprises an excused absence. If meetings are held more often than quarterly, members may have no more than two unexcused absences in a row or three total in a year. Should meetings ever lessen to quarterly, then no more than two unexcused absences in a year are permitted

### Article 14- Code of Conduct

Section 1- Use common courtesy and civil decency at all times. RAB members are representatives needing to act with dignity. Act in accordance with ground rules as established and approved by the board. See appendix A.

Appendix A

## RAB Ground Rules

BE RESPECTFUL!!

Listen to others; no side conversations

Let others speak; don't interrupt

Raise your hand; request recognition before you speak

Follow the agenda; Stay on topic

It's OK to disagree; no judgments; no name calling

Get to the point; think before you speak and be concise

Give everyone a chance to participate; don't monopolize the discussion

Be on time, end on time

Turn off cell phone ringers; if you must take a call, leave the room