

Bylaws

Columbus Housing Authority Resident Council

- **Purpose:**

The Columbus Housing Authority Resident Council helps build community in the housing authority. It is the voice of residents to the CHA on issues that concern residents, including policies, programs, services and neighborhood activities. They also help the CHA to keep residents informed. The work of the group is conducted during scheduled meetings.

- **Membership:**

- Members must be residents of Columbus Housing Authority and at least 18 years old. Maximum size: 15 members.
- Membership on the Resident Council does not afford members any influence, authority or preferential treatment over other residents or in the housing authority's decision making process.

Nomination and election process

- A. Candidates for membership will be nominated by themselves or by another resident of CHA.
- B. Residents may make only one nomination per election.
- C. All nominated members will be placed on the ballot.
- D. Each household has one vote.

Terms of membership

- A. Membership is for 2 years.
- B. Members may run for re-election.
- C. Members will notify the group in writing if they cannot or no longer wish to participate.

Officers:

The structure of officers for the group will be determined following the election in August of fiscal year at hand.

Resident Council Officers include:

- President
- Vice President
- Secretary

Officer Duties:

The duties of officers are as follows:

- **President**
 - The President shall be charged with the administration of affairs of the Resident Council with assistance from CHA Management and/or Council Member Liaison.
 - The President shall preside over all meetings of the Resident Council.
 - The President shall appoint committees when necessary to research issues.
- **Vice President**
 - The Vice President shall assume the duties of the President during the President's absence.
 - The Vice President shall assist the President to perform duties when needed.
 - The Vice President shall prepare an annual report with assistance from other Council Members and, CHA Management summarizing the activities of the Council.
- **Secretary**
 - The Secretary shall record and maintain the minutes of all Resident Council meetings and file them with the copies of previous minutes.
 - The Secretary shall prepare and receive correspondence for the Resident Council and maintain proper files.
 - The Secretary shall perform other duties as ordinarily pertains to the position.
- **Removal of a member**
 - A. Members may be removed from the group if their behavior makes it too difficult for the group to do its work. Examples of such behavior are: interrupting excessively, name calling or abusive language, consistently taking the discussion off topic, etc.
 - B. Any member of the group can bring the removal of a member up for a vote. Members will be removed with a 75% vote of the membership.
 - C. Appeal process: appeals to the board's decision must be made in writing. With the disputed member absent, the board will discuss the matter and take a vote. The board's decision will be final.

D. Committees:

- Committees may be established to accomplish specific goals or for on-going tasks.
- Committees will include at least one member of the Columbus Housing Authority management staff.

- Resident Council will be responsible for communicating the committee's progress to the rest of the group at the regular meeting. Examples of such committees are (but are not limited to):
- **Youth committee:** represent the concerns and issues of youth in the community.
- **Event committees:** plan events or activities to benefit residents.
- **Policy committees:** provide input to the CHA on development of specific policies affecting residents.

E. Meetings:

- A. The group meets regularly, generally once per quarter, at a time mutually agreed-upon by members and staff. Minutes will be taken and kept as a record.

B. Commitment/attendance guidelines

1. Members should attend all meetings if at all possible. Staff will make reminder calls when possible.
2. If unable to attend, members should notify the Administrative Office or one of the officers as far in advance as possible. This notification counts as an excused absence.
3. After three unexcused absences, the group will send a letter to the member that they are being removed. If they wish to continue their membership, they may appeal to the group, who will take a vote to determine whether or not to allow the member to continue.

C. Participation expectations:

- Members are expected to come prepared and participate in a respectful, productive manner. Specifically:
- Read your agenda and minutes before the meeting
- Don't interrupt
- Stay on topic and follow the agenda
- Think before you speak and be concise
- Don't monopolize the discussion
- Respect others' opinions—it's OK to disagree
- Be on time, end on time
- Turn off cell phones.
- Avoid side conversations

F. Decision making process:

- A. A quorum of at least 51% of the membership is required to make decisions.
- B. Decisions will be made through discussion and consensus if possible.
- C. Majority votes will be used if consensus is not possible.

G. By-laws

- A. By laws will be reviewed regularly, at least every three years. Any member can request a review of the by- laws at any time.
- B. Amendments or revisions will be made with full discussion and a majority vote.