

City of Lawrence, Kansas

Affordable Housing Advisory Board

Bylaws

Article I

Purpose

- Section 1. The purpose of the Affordable Housing Advisory Board (Board) is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting affordable housing and supportive services in the community. The Board is also charged with making recommendations to the Governing Body regarding the expenditure of money from the Affordable Housing Trust Fund, in order to support the acquisition, rehabilitation, and development of affordable housing and supportive services in the community, and regarding the cultivation and maintenance of steady and various streams of income to fund the Affordable Housing Trust Fund.

Article II

Membership

- Section 1. The Board shall be composed of **twelve** voting members.
- Section 2. The Governing Body shall appoint **eleven** members to the Board, including: **(1)** one person as a representative of the City; **(2)** a current or former resident of subsidized housing, **(3)** a representative of the Lawrence-Douglas County Housing Authority; **(4)** a representative of Family Promise of Lawrence; **(5)** a representative of Lawrence Habitat for Humanity; **(6)** a representative of Tenants to Homeowners, Inc.; **(7)** a representative of Justice Matters of Lawrence; **(8)** a representative of the Lawrence Home Builders Association; **(9)** a representative of the University of Kansas; **(10)** a representative of the Lawrence Chamber of Commerce; and **(11)** a representative of the Lawrence Board of Realtors. The Board of County Commissioners of Douglas County, Kansas, shall appoint **one** member to the Board.
- Section 3. Board members shall be residents of Douglas County, Kansas.
- Section 4. If a recommending entity elects not to participate or fails to recommend a member to the Board within four months after notice of a vacancy, the Governing Body of the City of Lawrence, Kansas, shall have the authority to appoint a replacement. Any member so appointed shall be eligible to

serve one complete term before the non-participating entity may recommend a replacement.

- Section 5. Other than the provisions set forth in Section 6, *infra*, governing initial terms, each Board member shall serve a three-year term. A Board member, appointed to fill an unexpired term, shall complete that unexpired term.
- Section 6. In order to stagger the expiration of terms, the initial terms for the following entities shall be as follows: (a) The initial terms for appointments of the University of Kansas, Lawrence Home Builders Association, Justice Matters of Lawrence, and Tenants to Homeowners, Inc., shall be **two** years; (b) The initial terms for appointments of the Lawrence Chamber of Commerce, Lawrence-Douglas County Housing Authority, Family Promise of Lawrence, Lawrence Habitat for Humanity shall be **three** years; and (c) The initial terms for appointments of the Lawrence Board of Realtors and the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas shall be **four** years. After the expiration of those initial terms, then each succeeding term shall be three years in accordance with Section 5, *supra*.
- Section 7. No member of the Board shall serve more than two consecutive terms. The completion of an unexpired term shall not count toward the two-term limit.

Article III

Officers and Staff Liaison

- Section 1. The elected officers of the Board shall be:
- a. Chair
 - b. Vice-chair
- Section 2. Terms of elected officers shall be one year, commencing the date of the election and continuing until the succeeding year's election.
- Section 3. The Board shall elect officers at the first regularly scheduled meeting of each year.
- Section 4. In the event that the office of Chair becomes vacant, the Vice-chair shall succeed to that office for the unexpired term. In the event that the office of Vice-Chair becomes vacant, the Board shall, at the next regular meeting, elect a member to succeed to that office for the unexpired term.

Section 5. The duties of elected officers shall be:

a. Chair

- (i) Shall preside at all Board meetings; and
- (ii) Shall represent the Board, as necessary, at all City and County meetings.

b. Vice-chair

- (i) Shall preside at Board meetings in the absence of the Chair; and
- (ii) Shall represent the Board in the absence of the Chair, as necessary, at all City and County meetings.

Section 6. The Assistant City Manager, or his or her designee, shall serve as staff liaison between the City and the Board. The staff liaison shall, in consultation with the Chair, prepare the agenda and order of business for each regular meeting. The staff liaison shall be responsible for recording the minutes of regular and special meetings of the Board. The staff liaison shall also keep the Board informed of all communications.

Article IV

Vacancies and Appointment Procedures

Section 1. Upon the vacancy of a position on the Board, the staff liaison shall notify the appropriate entity of the vacancy and shall request that a replacement member be recommended for appointment.

Section 2. Upon being notified by the staff liaison of a vacancy of a position on the Board, the recommending entity shall endeavor to recommend a replacement member as soon as practicable.

Article V

Attendance

Section 1. Board members are expected to attend all regular and special meetings of the Board. Without the attendance of its members, the Board cannot conduct its business.

- Section 2. A Board member having three or more unexcused absences or five or more absences for any reason during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.

Article VI

Conduct

- Section 1. Board members are subject to all rules and regulations as established by the State of Kansas, Douglas County, and City of Lawrence, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct.
- Section 2. No Board member may use his or her title or office in public representations unless authorized to do so by a simple majority vote of the Board.

Article VII

Meetings

- Section 1. The Board shall meet regularly at a date, time, and place as determined by a simple majority vote of the members. The date, time, or place may be changed by a simple majority vote of the members so long as ten days' notice is given to all Board members. If circumstances warrant it, the Chair may cancel or postpone a regular or special meeting of the Board and, if necessary, set a new date, time, and place for the meeting.
- Section 2. Notice of regular meetings and agendas for regular meetings shall be transmitted to all members of the Board at least one week prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.
- Section 3. The Chair may call a special meeting of the Board, provided that at least three full days' notice is given to all Board members and to the media and the public *v/a* posting notice of the special meeting on the Board website or via other means as may be available and deemed appropriate by the Chair.
- Section 3. The public is permitted to speak on any agenda item at a time prior to members voting on the item, as deemed appropriate by the Chair. Public comment on issues not appearing on the agenda may also be allowed at a time during the meeting deemed appropriate by the Chair.

- Section 4. All votes on motions shall require a majority vote of the voting members in attendance to pass. In the event of a tie vote on any particular motion, the motion shall be deemed to have failed.

Article VIII

Quorum

- Section 1. **Seven** members of the Board shall constitute a quorum. There must be a quorum present (in person or by teleconference) before the Board may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.

Article IX

Open Meetings and Open Records

- Section 1. All regular and special meetings of the Board shall be held in compliance with the Kansas Open Public Meetings Act of 1972, codified as amended at K.S.A. 75-4316 *et seq.* All records of the Board shall be subject to the provisions of the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-205 *et seq.*

Article X

Voting

- Section 1. It is the duty of each member to vote on each issue, but a member may abstain if he or she declares a conflict of interest. No member shall participate in, discuss, or vote on a matter in which he or she has a conflict of interest or a substantial interest as defined by K.S.A. 75-4301a *et seq.*, or is prohibited by any applicable City or County resolution or policy. Members having a conflict of interest or substantial interest with respect to an item before the Commission shall physically leave the meeting room during the hearing of that item.

Article XI

Bylaws

- Section 1. The purpose of these bylaws is to establish rules governing the internal organization of the Board and its operational procedures.
- Section 2. These bylaws may be amended at any time by a simple majority vote of all current members of the Board and approval by the Governing Body.

Section 3. Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the Board.

Section 4. Amendment to these bylaws shall take effect immediately after adoption unless otherwise stipulated in the amendment.