

## **BYLAWS OF HOUSING ADVISORY COMMITTEE**

### **ARTICLE I - THE COMMITTEE**

#### **Section 1 Powers and Duties**

The Housing Advisory Committee shall perform the following duties:

Participate in the development and/or amendment of Housing Element policies and objectives

Assist staff and the City Council in identifying housing needs within the community

Advise City Council regarding existing and potential affordable housing programs and guidelines

Make recommendations to City Council regarding development opportunities for affordable housing

Assist staff and the City Council in promoting greater public understanding of affordable housing and homeless issues

Participate in the selection of consultants and other resources to assist the City in housing policy development and implementation

Advocate for development and maintenance of a variety of housing types and opportunities

Serve as a medium for informational exchange with community representatives and stakeholders on housing related matters.

#### **Section 2 Name of Committee**

The name of the Committee shall be "Housing Advisory Committee" established by the City Council on the June 6, 2005.

### **ARTICLE II – MEMBERSHIP**

#### **Section 1 Membership**

a. The Committee shall consist of the nine (9) citizen members appointed by the City Council. The Committee shall represent, as far as practicable:

- (1) local property owner Representative
- (1) Planning Commission Representative
- (1) Gilroy Unified School District Representative
- (1) Local Affordable Housing Representative Advocate
- (1 ) Residential tenant of a property in Gilroy (renter)
- (1) Person with building or development experience in the housing industry
- (3) Residents at large

b. The term of office shall be two (2) years or until a successor is appointed. Any vacancy shall be filled by the City Council for the unexpired portion of the term. Members of the Committee shall receive no compensation.

### **Section 2 Officers**

Annually, the Committee shall appoint from its membership a Chair and Vice-Chair.

The Chair shall:

preside at all meetings of the Committee

support the efficient and accountable operation of the Committee

hold office until December 31<sup>st</sup> of the year, or until the successors are selected

The Vice-Chair shall:

perform the duties of the Chair in the absence of or incapacity of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall select a new Chair.

Should the office of the Chair or Vice-Chair become vacant, the Committee shall select a successor from the Committee membership at the next regular meeting, to fill the vacancy until December 31<sup>st</sup> of the year, or until the successors are selected.

### **Section 3 Staff Support to the Committee**

The Community Development Director or his/her staff designee, shall provide support to the Housing Advisory Committee.

## **ARTICLE III - MEETINGS**

### **Section 1 Regular Meetings**

Regular meetings shall be held at 6:00 p.m., the 2<sup>nd</sup> Wednesday of each month, at City Hall, 7351 Rosanna Street in the City of Gilroy, unless a legal holiday, in which event said meeting shall be held on the following day.

### **Section 2 Special Meetings**

A special meeting may be called, as deemed necessary, within 48 hours, in accordance with the Brown Act and Gilroy City Code Section 17A.

### **Section 3 Quorum**

Five members shall constitute a quorum for the purpose of conducting business, but a smaller number may meet from time to time until a quorum is obtained.

#### **Section 4 Attendance**

*See Council Policy Governing Board, Commission and Committee Attendance*

#### **Section 5 Order of Business**

The following shall be the order of business at meetings of the Committee:

1. Roll Call
2. Approval of Minutes of Previous Meeting
3. Reports
4. Action Items
5. Other Items of Interest
6. Adjournment

#### **Section 6 Rules of Procedure**

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order, latest Edition".

### **ARTICLE IV - AMENDMENTS**

#### **Section 1 Amendments to Bylaws**

The bylaws of the Committee shall be amended only with the approval of at least a majority of the members of the Committee at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Committee.

Original Approval: 7-12-2017

Revised on: 5-9-18

Revised on: 9-19-2018 (Mandatory Attendance Policy)