

**BYLAWS**  
**OF**  
**CITY OF CHARLOTTESVILLE**  
**HOUSING ADVISORY COMMITTEE**

**Article I – Name**

Section 1. Name. The name of this organization shall be the “City of Charlottesville Housing Advisory Committee”.

**Article II – Purpose**

Section 1. Purpose. The principal purpose of the Committee is to serve in an advisory capacity to the City Council of the City of Charlottesville on matters concerning the creation and retention of affordable housing in the City.

**Article III – Officers and Their Duties**

Section 1. Officers. The Committee shall have two Officers: Chair, Vice Chair. Each Officer is responsible for the performance of his or her duties at each meeting, and is authorized and obligated to assign his or her duties to another in the event he or she shall be absent from the meeting. Each officer shall be responsible for carrying out the following:

A. Chair. The Chair shall preside at the meetings and be responsible for supervising the affairs of the Committee, with the support of City staff. The Chair shall set the agenda for each meeting and ensure that the annual work plan for the Committee is maintained. The Chair shall welcome any guests or speakers.

B. Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence, and work on special projects for the Committee.

Section 2. Term of Office and Elections. The term of office shall be no more than two (2) years, co-terminus with the member’s appointment period. Officers may serve no more than two (2) consecutive terms. Officer elections shall be held during the first quarterly meeting of the calendar year as necessary, unless there is a vacancy, in which case an election shall be held at the regular quarterly meeting.

**Article IV – Meetings**

Section 1. Schedule. This Committee shall meet Quarterly. The meeting place and time shall be determined by the Officers.

Section 2. Substitutions. Substitutes for members shall be permitted at meetings. Substitutions shall be entitled to vote for members so long as the member has given advance notice that substitute will be attending in their stead. No member shall be represented by a substitute more than three (3) times during a calendar year.

Section 3. Quorum. For the purpose of these Bylaws, a quorum at any duly called meeting shall be one-half (1/2) of the appointed membership of the Committee.

#### **Article V – Membership**

Section 1. Number of Members. The number of Members shall be limited to no more than seventeen (17) as has been established by City Council. Council may change this number as desired.

Section 2. Representation. It is the goal of City Council that the private sector, including the non-profit sector, as well as the public sector, shall be represented on the Committee, so long as they have an interest in the Purpose of the Committee.

Section 3. Appointment. Members shall be appointed by City Council after any vacancy in membership on the Committee has been publicly announced and applications for membership received.

Section 4. Terms. Members shall be appointed for two (2) year terms, and shall be eligible for re-appointment to a total of four (4) terms. City Council shall promptly announce and appoint to fill any vacancies for the unexpired portion of the term of a member who resigns or otherwise can no longer serve their term. Persons initially appointed for less than a full term may thereafter serve four (4) complete terms.

#### **Article VI – Delinquent Members**

Section 1. Missed Meetings. Membership is contingent pursuant to established City Council directives regarding attendance of board members. Any member who misses three (3) consecutive meetings, or who misses more than four (4) meetings within a calendar year will be declared by the Chair, or in his or her absence, the Vice Chair, to be delinquent. City Council shall be informed of the status of delinquent members along with a recommendation as to action to be taken with regard to delinquent members.

Section 2. Attendance Records. It shall be the duty of the Staff to keep an attendance record. The Chair will adjudicate any dispute concerning attendance.

#### **Article VII – General**

Section 1. Action by the Committee. The Committee shall act upon a vote of a majority of the Committee membership at a duly called meeting at which there is a quorum present or outside of a meeting by the unanimous consent of members constituting a quorum, voting on any matter that had been put before the committee during the most recent duly called meeting when the Committee approves by vote during said meeting to such procedure.

Section 2. Amendments. The Bylaws may be amended by a two-thirds (2/3) vote of the Committee membership at a duly called meeting.