

BYLAWS OF HOUSING ADVISORY COMMITTEE
ARTICLE I - THE COMMITTEE

Section 1. Name of Committee

The name of the Committee shall be "Salem Housing Advisory Committee" established in accordance with Resolution 342 and amended by Resolution 748 as adopted by the Housing Authority of the City of Salem, Oregon.

ARTICLE II - OFFICERS

Section 1 Members

a. The Committee shall consist of the ten (10) citizen members appointed by the Housing Authority Board of Commissioners. The Committee shall represent, as far as practicable:

1. The general public
2. Persons being assisted by the Salem Housing Authority (at least 2 members)
3. Real estate sales, development or finance,
4. Elderly and minority groups,
5. Elected or appointed officials of social service agencies
6. School District 24 J
7. Legal or design professions
8. City of Keizer

b. The term of office shall be four (4) years or until a successor is appointed. No appointee shall serve more than an unexpired term plus two (2) consecutive full terms. Any vacancy shall be filled by the Housing Authority Board of Commissioners for the unexpired portion of the term. Members of the Committee shall receive no compensation.

Section 2. Officers

The officers of the Committee shall be a Chair, Vice-Chair and Secretary. The Secretary shall be the Housing Administrator of the Housing Authority.

Section 3. Chair

The Chair shall preside at all meetings of the Committee.

Section 4 Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence of or incapacity of the Chair; and in case of the resignation or death 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.

Section 5. Coordination of Activities

The Secretary/Housing Administrator of the Housing Authority of the City of Salem, Oregon, or their authorized designee, shall coordinate the activities of the Housing Advisory

Committee with the Housing Authority's Board of Commissioners.

Section 6. Clerical Support Services

The Housing Authority of the City of Salem, Oregon, shall supply clerical support services and maintain the records of the Committee at the offices of the Authority.

Section 7. Additional Duties

The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or the By-laws or rules and regulations of the Committee.

Section 8. Election or Appointment

The Chair and Vice-Chair shall be elected from among the members of the Committee and shall hold office until December 31 of the year so elected, or until their successors are elected and qualified.

Section 9. Vacancies

Should the offices of Chair or Vice-Chair become vacant, the Committee shall elect a successor from the Committee membership at the next regular meeting, and such election shall be for the unexpired term of said office.

ARTICLE III - MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held without notice at 370 Church Street, S.E. in the City of Salem, Oregon, which shall be the regular meeting place of the Committee. The regular meetings will typically be held at 12:00 noon on the .second Wednesday preceding the first Monday of the following month unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day.

Section 2. Special Meetings

The Chair of the Committee may, when deemed expedient, and shall, upon the request of two members of the Committee, call a special meeting of the Committee for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Committee at least two days prior to the date of such special meeting. At such special meetings, no business shall be considered other than as determined in the call; but if all the members of the Committee are present at a special meeting, any and all business may be transacted at such special meeting.

Section 3. Quorum

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

Section 4. Attendance

If a member misses 3 consecutive meetings without excuse, the Committee will declare the seat vacant and ask the Housing Authority Board of Commissioners to refill the vacancy.

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, Newly Revised 10th Edition" .

ARTICLE IV - AMENDMENTS

Section 1. Amendments to By-Laws

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.

Adopted by HAC 3-23-05