

**Attachment A**

**BYLAWS  
of  
THE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION**

**ARTICLE I NAME**

The name of the designee herein will be the Housing and Community Development Commission also known as the HCDC or the Commission

**ARTICLE II MISSION, POWERS, AND DUTIES**

The Housing and Community Development Commission shall be designated as the primary public forum in which policy development, resource coordination, and civic leadership are provided to address the County's affordable housing problems. The mission of the HCDC is to increase the effectiveness of the public housing delivery system by providing coordination among diverse public agencies which implement housing programs and by serving as a centralized liaison between those agencies and the governing bodies of the jurisdictions on issues regarding housing policy, goals, programs, and related allocation of public funds.

The Housing and Community Development Commission is delegated to carry out the functions as defined in the enabling ordinances of the participating jurisdictions or other duties which may be assigned upon agreements reached among the participating jurisdictions.

**ARTICLE III STRUCTURE**

**Section 1 Membership**

The HCDC shall be composed of 15 members. HCDC membership shall reflect a balanced citizen-based perspective embracing a high level of knowledge of and expertise in housing development, finance, management, social services, community affairs, and consumer interests. The appointment of members shall take into account the income, racial, ethnic, and cultural diversity of the community. All members must live in Multnomah County.

**Section 2 Terms of Appointment**

- a A regular term of appointment shall be for three years, with appointments staggered so

that one-third of the membership is appointed each year

- b Vacancies that occur because of illness, resignation, or other unforeseen circumstances may be filled by a member appointed by the appropriate jurisdiction to fill the unexpired term
- c Members may serve no more than two consecutive full terms For the purpose of this section, a full term equals 18 months or more Initial terms expiring on June 30, 1993 and June 30, 1994 shall not be included in this limitation
- d After completion of two full terms, an individual is not eligible for reappointment for at least one year

### Section 3 Vacancies and Removal

The failure of a member to attend three consecutive meetings in any calendar year will be considered a resignation The Commission members shall review attendance and take appropriate action through recommendations to the appointing jurisdiction including nomination of a replacement Commissioner Vacancies shall be filled by a member appointed by the appropriate jurisdiction to fill the unexpired term

## ARTICLE IV COMMITTEES

### Section 1 Standing or Ad Hoc Committees

The Office of the Chair of the Commission may create standing or ad hoc committees as deemed necessary to carry out the responsibilities of the Commission

### Section 2 Appointment to Committees

The Office of the Chair of the Commission shall appoint members to committees

Section 3 Committees shall conduct their business in a manner consistent with the standards of the Commission A simple majority shall constitute a quorum All meetings shall be open to the public and minutes shall be maintained of all meetings

### Section 4 Relationship to the Commission

Committees are advisory to the Commission and are not authorized to take independent action Committees may prepare reports and recommendations to the Commission which will require formal Commission action for adoption

## ARTICLE V OFFICERS

### Section 1 Officers

The officers of the Commission shall be ~~Chair and Vice Chair~~ The Office of the Chair which shall consist of two Co-Chairs Term of office shall be two years except for one of the terms commencing on July 1, 1997 which shall be for one year Each Co-Chair will have identical authority to act on behalf of the Commission and oversight responsibilities for Commission activities.

### Section 2 Election

The officers shall be elected at the July meeting of the Commission and shall assume their duties immediately Nominations shall be made by members at the July meeting If an office is vacated in mid-term, a replacement may be elected to fill the unexpired term at any regular meeting provided written notice of the election is given to each member at least seven days prior to the day of the meeting

### Section 3 Duties of Officers

- a ~~The Chair~~ A Co-Chair shall preside at all meetings of the Commission, shall be responsible for setting meeting dates and agenda, working closely with Commission members, staff, representatives of resource groups, and interested members of the general public
- b Should the one of the Co-Chair seats become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of such office. ~~The Vice Chair shall preside in the absence of the Chair and assist the Chair in all duties Should the office of the Chair become vacant, the Vice Chair shall assume the duties of the Chair and the Commission shall elect a successor to the Vice Chair at the next regular meeting and such election shall be for the unexpired term of such office~~
- c ~~Should the office of the Vice Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of such office~~

## ARTICLE VI CONDUCT OF BUSINESS

### Section 1 Meetings

There shall be at least ten regular meetings during the calendar year at a time and place established by the Commission Meetings shall be held throughout various locations in Multnomah County Special meetings may be called by a majority of the Commission members The annual meeting shall be in the month of July, at which time the officers for the coming year shall be elected

## Section 2 Quorum

A simple majority of currently appointed members eligible to vote shall constitute a quorum. All acts of the Commission and its committees shall be accomplished by a simple majority of eligible voters present at any meeting. Commissioners shall not be entitled to grant proxies and proxies shall not be counted in determining either a quorum or a vote on official business.

## Section 3 Public Involvement

The meetings of the Commission are subject to applicable public meetings and records laws. Minutes shall be prepared for all regular or special meetings of the Commission. Reports, resolutions, or other documents of the Commission shall be retained and be available for public review. Any interested party may attend the meeting and participate in discussions when recognized by the Chair/presiding Co-Chair. Voting shall be limited to members eligible to vote.

## Section 4 Training and Orientation for New Members

In recognition of the varying levels and areas of expertise of Commission members, training and orientation sessions will be provided to new members within the staffing and budget capacity of the Office of Housing and Community Development and the participating jurisdictions.

## Section 5 Conflict of Interest

Whenever a member perceives a potential conflict of interest in the outcome from a vote, that member should declare a potential conflict and should abstain from voting on that topic.

# ARTICLE VII LIMITATIONS ON INDIVIDUAL AUTHORITY

No member of the Commission may speak or act on behalf of the Commission, sign documents which obligate the Commission, or represent any opinion or position of the Commission without specific action of the Commission authorizing such individual to do so on its behalf.

# ARTICLE VIII RESOURCE NETWORK

The Commission encourages the involvement of interested groups and organizations who share a commitment to affordable housing. The Commission may seek their input, advice, and expertise through formal or informal advisory relationships as determined by the Commission.

## ARTICLE IX STAFF ASSISTANCE

a A Manager of the Housing and Community Development staff shall report directly to the Commission. The staff shall be established and located in a manner agreed to by the participating jurisdictions and funded by the jurisdictions on a fair share allocation basis.

b Duties of the staff of the Office of Housing and Community Development shall include attendance at all Commission and committee meetings, recording and distribution of minutes for all committee and Commission meetings, preparation of reports, research, and other duties as requested by the Commission.

c In addition, a liaison staff from key implementing and policy agencies of the participating jurisdictions or resource groups shall be assigned to work with the Commission staff according to budget and staffing agreements reached by the participating jurisdictions. This liaison staff shall meet regularly and shall assist the Commission as requested.

## ARTICLE X REPORTS TO JURISDICTIONS

In carrying out its role as housing policy, program, and budget advisor to the participating jurisdictions, the Commission shall submit recommendations when appropriate and in the form of at least one annual report to the governing bodies of each jurisdiction. The Commission shall also communicate with elected bodies and other boards, agencies, or commissions as necessary on specific housing issues.

## ARTICLE XI CONDUCT OF MEETINGS

All meetings shall be conducted under Roberts *Rules of Order*.

## ARTICLE XII AMENDMENT OF BYLAWS

These bylaws may be amended or repealed by a two-thirds vote of the members of the Commission after 30 days prior notice of proposed changes and with the approval of the governing bodies of the participating jurisdictions.

## HCDC BYLAWS

Adopted by HCDC on September 30, 1992

Amended April, 1994

Amended June, 1997

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RESOLUTION NO.

35626

Accept the Housing and Community Development Commission By-Laws revision (Resolution)

WHEREAS, in 1992 the CITY OF PORTLAND, MULTNOMAH COUNTY, and CITY OF GRESHAM formally recognized their common interest in affordable housing issues by creating the Countywide Housing and Community Development Commission (HCDC),

WHEREAS, the HCDC serves as the community's primary policy forum to address affordable housing issues in Multnomah County through policy development, resource coordination, and citizen representation from all three jurisdictions,

WHEREAS, the bylaws governing HCDC may be amended or repealed by a two-thirds vote of the members of the Commission after 30 days prior notice of proposed changes and with the approval of the governing bodies of the participating jurisdictions,

WHEREAS, on June 4, 1997 HCDC, by unanimous vote, approved the amended by-laws incorporated herein as Attachment A,

NOW, THEREFORE, BE IT RESOLVED by the Council that the City of Portland, Oregon, approves the HCDC By-laws as amended and adopted by HCDC on June 4, 1997 and set forth in Attachment A

Adopted by the Council, JUL 02 1997

Commissioner Gretchen Miller Kafoury  
Wendy Cherubini  
June 25, 1997

BARBARA CLARK  
Auditor of the City of Portland

By  
*Barbara Clark* Deputy

1023

Agenda No

RESOLUTION NO

35626

Title

Accept the Housing and Community Development Commission By-Laws revision (Resolution)

INTRODUCED BY	Filed
Commissioner Gretchen Miller Kafoury	JUN 26 1997
NOTED BY COMMISSIONER	Barbara Clark Auditor of the City of Portland
Affairs <i>GML (sc)</i>	By <i>Gay Kershner</i> Deputy
Finance and Administration	For Meeting of _____
Safety	ACTION TAKEN
Utilities	
Works	
BUREAU APPROVAL	
Bureau Housing & Community Development	
Prepared by      Date Wendy Cherubini   06/27/97	
Budget Impact Review	
Completed      x Not Required	
Bureau Head Steven D Rudman, Director <i>S. Rudman</i>	

AGENDA		FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS		
				YEAS	NAYS
Consent X	Regular	Francesconi	Francesconi	✓	
NOTED BY		Hales	Hales		
City Attorney		Kafoury	Kafoury		
City Auditor		Sten	Sten		
City Engineer		Katz	Katz		