

BYLAWS

Community, Housing and Human Services Board

City of Spokane

**Adopted April 6, 2013
Revised April 30, 2014
Revised June 4, 2014
Revised November 5, 2014
Revised September 7, 2016
Revised April 11, 2018
Revised July 6, 2022**

BYLAWS
COMMUNITY, HOUSING AND HUMAN SERVICES BOARD

CITY OF SPOKANE

July 6, 2022

ARTICLE I - NAME

The name of this Board is the COMMUNITY, HOUSING and HUMAN SERVICES BOARD (hereinafter "Board") for the City of Spokane.

ARTICLE II - PURPOSE

The Community, Housing and Human Services Board advises the City Administration, the Mayor and the City Council regarding community development, housing, and human services programs. Members serve at the discretion of the Mayor and City Council.

ARTICLE III - RELATIONSHIP WITH THE CITY COUNCIL

The Board serves at the discretion of the Mayor and City Council and may be asked to perform any duties necessary and proper to achieve the Mayor's or the Council's objectives regarding community, housing and human services.

ARTICLE IV - POWERS AND DUTIES

The Community Housing and Human Services Board shall:

1. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
2. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;

3. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources. Priorities must conform to the requirements of 24 CFR Part 91 and the U.S. Department of Housing and Urban Development (HUD) guidelines together with the Washington State Department of Commerce where applicable. The Board may assist in the preparation of other related plans as needed.
4. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
5. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;
6. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;
7. Participate as needed with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and,
8. Represent the diverse constituencies that make up Spokane's low and moderate income populations, to help guide Spokane's community, housing, and human services into the future.

ARTICLE V - ACTIVE MEMBERSHIP

1. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term.
2. Board members may reapply for membership following a one-year absence and if there is a vacancy on the board.
3. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
4. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. The Board membership will include:
 - a. At least one (1) representative of a veteran service organization, employee of the Department of Veteran Affairs or an active duty military member based at Fairchild Air Force.
 - b. At least one (1) representative from the Community Assembly. This position is nominated by the Community Assembly to the Mayor according to the

process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council.

5. In addition to the twelve (12) positions, the board will include:
 - a. Two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
 - b. One (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms.
6. As vacancies occur on the Board, the Chair will appoint an ad hoc nominating committee to bring forward possible candidates. Each candidate will be interviewed by the Ad Hoc Nominating Committee. Candidates selected by the Nominating Committee will be presented at the next regular Board Meeting for a vote. Upon approval, the candidates' name will be forwarded to the Mayor. The Mayor shall fill the vacancies in consideration and approval from City Council.
7. The Chair of the Coordination of Care (COC) Committee and the Chair of the CHHS Board may act as liaisons between the two committees and attend regularly scheduled meetings as non-voting members. Each may appoint a representative to attend in their place.
8. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
9. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. The Board will strive to include representatives from LGBTQIA2S communities, communities of color, Indigenous communities, and peoples with the experience of low income and/or homelessness. Youth may also serve as members.
10. The attendance of each Board member at meetings shall be recorded. Two (2) absences in a year by any member will be evaluated by the Executive Committee. Those absences may be grounds for removal. Leaves of absence will be decided on a case-by-case basis by the Executive Committee.
11. Board members shall serve without compensation.

12. Board members will sign annual conflict of interest statements indicating that they meet all Conflict of Interest requirements as outlined by HUD. Committee members may be required to meet conflict of interest requirements.
13. Board members are required to complete open government training as required in City Administrative Policy No. 0520-17-06.

ARTICLE VI – BOARD OPERATION

1. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board Members and other citizens with experience and expertise in the subject matter of the committees.
2. The Director of Community, Housing and Human Services for the City of Spokane is responsible for providing information and services to the Board. Communication from the Board to the Council is through the Chair and Director of Community, Housing and Human Services. Minutes of meetings and committee reports are kept on file in the Community, Housing and Human Services department.
3. The Board approves all recommendations to the City Council by simple majority vote. Each Board member has one (1) vote on all matters brought before the Board for formal action.
4. The Board will include an Executive Committee consisting of the Chair, the two (2) Vice Chairs, and Board Committee Chairs. The immediate past Chair will serve as an ex-officio member of the Executive Committee. The Community, Housing and Human Services Director will act in a supportive and advisory role to the executive committee. Executive Committee Meetings must not exceed fifty (50) % of the total Board membership
5. The Board will vote at the first meeting of the year to empower the Executive Board to approve emergency actions that might be required by the Department. Any such actions will be presented at the next regularly scheduled meeting for final Board approval.

ARTICLE VII VI - OFFICERS

1. The officers of the Board are the Chair and two (2) Vice Chairs.
2. Officers missing two (2) consecutive Board meetings may be relieved and replaced by a majority vote of the Board. Leaves of absence will be decided by the Executive Committee on a case-by-case basis.

3. At the September Board meeting, the Chair shall appoint an ad-hoc committee of the Board to serve as the nomination committee for election of Officers. The committee shall bring forward their nominee(s) at the November Board meeting. The Chair will call for nominees from the floor. The Board shall vote on the nominees at the December Board meeting.
4. The Chair shall be elected to a two-year term of office. Vice-Chairs will be elected annually. It is expected that a Vice-Chair will rotate into the Chair position at the end of the Chair's two-year term. The term of office will start in January.
5. In the event of a vacancy of the Chair position, a Vice Chair shall rotate into the Chair position. The Chair of the Board shall appoint an ad-hoc committee of four (4) Community, Housing and Human Services Board members to recommend nominees for the vacant Vice Chair position. The nomination shall be taken to the full Board for approval at its next regular Board meeting.
6. The Chair presides at meetings, acts as the spokesperson for the Board, appoints committees, and works with the Director of Community Housing and Human Services to prepare the agenda and presents reports to the City Council. A Vice Chair serves in the absence of the Chair. The Chair is an ex-officio member of all committees.

ARTICLE VIII – MEETINGS

1. Meetings are held every month unless there is a month where the business of the Board is not required. Meeting notices and agendas will be posted consistent with the Open Public Meetings Act.
2. There is at least one (1) planning retreat held each year. Additional planning retreats may be called at the request of the CHHS Director.
3. Whenever necessary, special meetings are called by the Chair or by a majority of the Board, or at the request of the CHHS Director or City Council.
4. Board members may participate remotely in all or part of a Board meeting if:
 - a. Prior approval is given by the Board Chair for good cause, whose approval shall not be unreasonably withheld;
 - b. All persons participating in the meeting can hear each other at the same time, such as by the use of speaker phone; and,

- c. The member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the meeting related to the topic to which the member is voting on. Any technical prohibitions or difficulties that prevent all parties present at the meeting from adequately communicating with one another will negate any authorization previously given by the Board Chair.
- 5. The Board is subject to the Open Public Meetings Act and its meetings are therefore open to the public. Members of the public may not necessarily be permitted to speak unless the Board is calling for public comments or having a public hearing. Any member of the Board may propose an item for the Agenda at any meeting and may speak to any issue before the Board.
- 6. A special meeting may be called at any time by the Chair of the Board or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances:
 - a. A member submits a written waiver of notice with the Director of the Community, Housing and Human Services Department at or prior to the time the meeting convenes. A written waiver may be given by written notice by mail, or electronic mail to the Director; or,
 - b. A member is actually present at the time the meeting convenes.
- 7. Notice of a special meeting called under subsection (6) of this section shall be:
 - a. Delivered to each local newspaper of general circulation and local radio or television stations that have on file with the Department of Community, Housing and Human Services a written request to be notified of such special meeting or of all special meetings;
 - b. Posted on the Department of Community, Housing and Human Service's web site; and,
 - c. Prominently displayed at the main entrance of Spokane City Hall and the meeting site if it is not held at City Hall. Such notice must be delivered or posted, as applicable, at least twenty-four (24) hours before the time of such meeting as specified in the notice.
- 8. The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.

9. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of the notice would make notice impractical and increase the likelihood of such injury or damage.

ARTICLE VIII – COMMITTEES OF THE BOARD

1. There shall be such standing and ad hoc committees of the Board as required to carry out its functions.
2. All Board committee, subcommittee, and work group responsibilities must be documented in Committee Governance that is reviewed and approved annually by the Board.
3. The Board, by resolution, shall set forth the duties and responsibilities of the standing committees.
4. Standing and ad-hoc committee members shall be recommended by the committee Chair, subject to an annual approval by the Board.
5. Additional committees may be developed by the Executive Board in cooperation with CHHS staff as needed to complete the work of the Board.

ARTICLE X RULES OF ORDER

1. Bylaws are reviewed every two years by the Board. Any revisions and/or amendments to the bylaws are transmitted to the Board two (2) weeks before the regular monthly meeting and are approved by simple majority vote of the Board. By laws, with revisions/amendments noted, are provided to the City Council for its information.
2. A quorum consists of a simple majority of the Board members.
3. Robert's Rules of Order Newly Revised is the parliamentary authority for the Board.

The initial bylaws were adopted by the Community, Housing and Human Services Board on April 6, 2013. The bylaws were subsequently revised on April 30, 2014, June 4, 2014, November 5, 2014, September 7, 2016, April 12, 2018, and July 6, 2022.

Adriane Leithauser
Chair, Community, Housing, and Human Services Board

Jennifer Cerecedes
Director of Community, Housing and Human Services

Community, Housing and Human Services Board (CHHS) Committee Governance

This document defines the governance structure of all standing CHHS Board committees

1. The Board has two standing committees
 - a. Affordable Housing Committee
 - b. Evaluation and Request for Proposal (RFP) Committee
2. Committee Officers
 - a. Each Committee will have representation of the CHHS Board through a Chair and Vice-Chair as determined by the Board. These positions are recommended by the Executive Committee and approved by the Board. Committee Chairs and Vice-Chairs are current Board members.
 - b. All Committee Chairs will:
 - I. Work with CHHS staff to set agendas.
 - II. Facilitate meetings.
 - III. Ensure committee is meeting objectives.
 - IV. Function as liaison to the Board.
 - V. Report update on Committee activities at each Board meeting, and work with Executive Committee to add any Board action items to the monthly meeting agenda.
 - VI. Recruit committee members and submit potential members to the Board for approval.
 - c. Committee Vice-Chairs will:
 - I. Act for Chair in absence of Chair.
 - II. Rotate into role of Chair as needed.
 - d. Terms
 - I. Chair and Vice-Chair assignments will be reviewed annually.
3. Role of CHHS Staff
 - a. The CHHS Director will assign a CHHS staff member to support each standing committee.
 - b. The CHHS staff member assigned to each committee will be responsible for working with the Committee Chair to set agendas, assist with facilitation of meeting communications and logistics.
4. Conduct of Meetings
 - a. All meetings will have a written or verbal agenda, and/or written communication via email out to Committee members prior to a meeting.
 - b. Decisions will be made by a consensus process.
 - c. Actions or recommendations will be determined by simple majority of those present at the meeting.
 - d. Committees Chairs will decide how often they should meet to accomplish their tasks.

5. Membership

- a. A community member may serve on only one committee at a time unless otherwise approved by the Board.
- b. Potential members will apply using the online form for City Boards. If a conflict of interest statement is required, they will address that as well.
- c. Committee membership shall be open to interested parties upon vacancy, or annually.
- d. All committee members shall be approved by the Board.
- e. Previous Board Members may be committee members with Board approval

6. Inter-committee communication

- a. The Board Chair and CHHS Director will oversee the systems and processes of the Committees to ensure collaboration and communication between Committees.
- b. The CHHS Department will maintain a master Board calendar and oversee overlapping meetings.

7. Standing Committee duties and responsibilities

Affordable Housing Committee

- a. Purpose: To provide expertise on activities and funding in the area of affordable housing, capital, and housing repairs.
- b. Duties:
 - i. Convey and seek out timely and transparent communication with stakeholders.
 - ii. Assist the CHHS Board in identifying needs, gaps, and funding priorities that focus on CHHS strategies
 - II. Review and provide recommendations for allocation of funds for affordable housing, housing rehabilitation, and capital improvement proposals that further the goals of the CHHS Board.
 - III. Research, recommend and implement best practices.
 - IV. Ensure all decisions reflect the intent of the program to benefit low to moderate income individuals.
- c. Governance will include a Chair and Vice Chair.
- d. Committee will include up to 12 members.
- e. Committee will seek diverse representation which may include appraisers, property managers, housing developers, bankers, service providers, contractors, economists, planners, Real Estate, loan management expertise, disabled constituents, low-income constituents, and housing experts. Members must have sensitivity to the needs of the low and moderate-income individuals.
- f. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

Evaluation and RFP Committee

- a. Purpose: To advise the Board on contract performance, funding priorities, allocation of funds, and alignment of resources.
- b. Duties
 - I. Convey and seek out timely and transparent communication with all stakeholders.
 - II. Oversee RFP processes.
 - III. Review requests for funding and make recommendations to the Board.
 - IV. Review performance reports including items such as meeting program objectives/outcomes and utilization of funds.
 - V. CHHS staff will provide the Committee with summary program performance reports at least annually. The Committee will report to the Board overall progress toward specific grant program performance and effectiveness.
 - VI. Governance will include a Chair and Vice Chair who are members of the CHHS Board.
 - VII. Committee will include a minimum of four standing committee members, with at least two CHHS Board members. CHHS Board member representation on the Committee shall not exceed fifty (50) % of total CHHS Board membership. The total Committee membership will not exceed 12 standing committee members.
 - VIII. The Committee will recruit additional participants for the review of proposals during RFP processes, as deemed necessary. The committee will maintain a pool of reviewer candidates with the purpose of completing an effective review of grant proposals. For any given RFP process, reviewers will be selected from this pool based on their expertise and their ability to review particular proposals without a conflict of interest. Reviewer candidates will be selected on their:
 - a. Knowledge of the community's needs.
 - b. Ability to donate their time for review and evaluation.
 - c. Qualifications and background needed to evaluate applications and recommend funding.
 - IX. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

Signature: Aleithauser
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CHHS Bylaws - Final for Signature

Final Audit Report

2023-02-16

Created:	2023-02-15
By:	Kim Clifton (kclifton@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAikwFcyp7sxajwcevt2FkC6it_knmUS4

"CHHS Bylaws - Final for Signature" History

-  Document created by Kim Clifton (kclifton@spokanecity.org)
2023-02-15 - 0:45:01 AM GMT- IP address: 198.1.39.252
-  Document emailed to aleithauser@spokanecity.org for signature
2023-02-15 - 0:47:18 AM GMT
-  Email viewed by aleithauser@spokanecity.org
2023-02-15 - 5:20:15 PM GMT- IP address: 147.222.28.133
-  Signer aleithauser@spokanecity.org entered name at signing as ALeithauser
2023-02-15 - 5:21:41 PM GMT- IP address: 147.222.28.133
-  Document e-signed by ALeithauser (aleithauser@spokanecity.org)
Signature Date: 2023-02-15 - 5:21:43 PM GMT - Time Source: server- IP address: 147.222.28.133
-  Document emailed to Jennifer Cerecedes (jcerecedes@spokanecity.org) for signature
2023-02-15 - 5:21:46 PM GMT
-  Email viewed by Jennifer Cerecedes (jcerecedes@spokanecity.org)
2023-02-16 - 9:48:03 PM GMT- IP address: 155.190.3.8
-  Document e-signed by Jennifer Cerecedes (jcerecedes@spokanecity.org)
Signature Date: 2023-02-16 - 9:48:25 PM GMT - Time Source: server- IP address: 155.190.3.8
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2023-02-16 - 9:48:25 PM GMT



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