

# **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**

BYLAWS  
COMMUNITY, HOUSING AND HUMAN SERVICES BOARD  
CITY OF SPOKANE

April 12, 2018

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 purpose of this Board is to act in an advisory role to City administration, the Mayor and City Council in regard to community, housing and human services programs.

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 powers and duties of the Community, Housing and Human Services Board are:

1. Advise the Community, Housing and Human Services department on preparation of the City’s Consolidated Plan and Annual Action Plans. These plans 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.

2. Advise the Community, Housing and Human Services department on updates to the City's Citizen Participation Plan (CPP) as might be required by HUD or needed to facilitate the involvement of neighborhoods and citizen representation in the annual funding allocation process.
3. Hold public hearings on draft plans to obtain citizen comments prior to recommending adoption by City Council. Provide opportunities for community stakeholders to participate in preparing community plans.
4. Make recommendations about funding priorities for community, housing and human services projects utilizing Federal, Washington State and City resources.
5. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council.
6. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council. Ensure funds are allocated in an effective manner so that community needs and gaps as identified in locally adopted plans, or human services priorities as set by City Council are considered.
7. Provide policy guidance and recommendations for community, housing and human services projects and related special purpose grant programs, applications and implementation. Represent the diverse constituencies that make up Spokane's extremely low to moderate income populations as defined by HUD.
8. Act as the forum for public disclosure of any potential conflict of interests regarding use of federal HUD monies

#### ARTICLE V - ACTIVE MEMBERSHIP

1. The Board membership shall be comprised of at least twelve (12) members. Members shall be nominated by the Mayor and appointed by City Council. Some of the duties and responsibilities of the Board are regional in nature therefore City residency is not a requirement for Board membership.
2. Appointees to the Board shall serve three (3)-year terms and may be eligible for one (1) three (3)-year reappointment. The Mayor shall nominate, and the City Council shall appoint all subsequent members.
3. Board members may reapply for membership following a one-year absence and if there is a vacancy on the board.

4. In addition to the twelve (12) positions, the Board will include two (2) voting representatives from the City Council and a voting elected official or policy level decision-maker to represent Spokane County. The County representative shall be selected by the Board of Spokane County Commissioners, then nominated by the Mayor and appointed by City Council.
5. Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
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 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 Board shall serve without compensation.
8. **The membership shall reflect a broad range of opinion, experience and expertise with the objective 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 backgrounds and citizens active in neighborhood or community affairs.** The Board will strive to include representatives from the LGBTQ, people of color, low income and/or homeless individuals. Youth may also serve as members. At least one Board member will be a representative from a veteran service organization or employed by Department of Veteran's Affairs and another will be a member of the Community Assembly.
9. The Chair of the Coordination of Care (COC) Committee and the Chair of the CHHS Board will 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 when appropriate.
10. The attendance of each Board member at meetings is 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 are required to annually sign a conflict of interest statement that complies with City policy.
12. Board members are required to complete an annual review of the Open Public Meetings that complies with City policy.

## 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 - 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.
3. At the August 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 October 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 other month with a minimum of six (6) meetings per year.
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 IX – 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 the governance charter 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 approval by the Board.

#### ARTICLE X - RULES OF ORDER

1. Bylaws are reviewed biannually 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 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 and April 12, 2018.

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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
  - c. Additional committees may be developed by the Executive Board in cooperation with CHHS staff as needed to complete the work of the Board.
  
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. Complete the Board Committee Report after each meeting.
    - VI. Submit the Committee Report to the Community, Housing and Human Services Department five (5) days before the Board Meeting so it can be included in the Board packet.
    - VII. 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-chairs 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 agenda.
  - 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, 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.
    - V. Governance: Chair/Vice Chair
    - VI. Size: Approximately 12 members

- VII. Representation: Diverse representation 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.
- VIII. Conflict of Interest/Code of Conduct Requirement: Yes.
- IX. Members may be recused if there is a conflict of interest.

#### 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. Representation: There shall be a standing steering committee of no less than four members who are without any conflict of interest. The steering committee may establish and recruit from a pool of proposal reviewers as needed to complete an effective review of grant proposals. For any given RFP, reviewers will be selected from this pool based on their expertise and their ability to review particular proposals without a conflict of interest. All members, core and pool, 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.
  - VII. Governance: Chair/Vice Chair
  - VIII. Size: Four standing committee members with size of pool varying as needed
  - IX. Conflict of Interest/Code of Conduct Requirement: Yes