**AGENDA**

**ATHENS AFFORDABLE HOUSING COMMISSION**

**TUESDAY, MAY 21, 2024 AT 12:00 PM**

1. **Introduction:**
2. **Establish Quorum**
3. **Disposition of Minutes:**
4. **Discus By Laws:**
   - By Law Document
5. **Joe Recchie will provide the status of the Ridges project:**
6. **Q & A:**
7. **For the Good of the Order:**
8. **Concluding Remarks:**

The City of Athens supports the Americans with Disabilities Act. Requests for reasonable accommodation may be made with the ADA Coordinator in the City Building or by calling 592-3367.

**CITY OF ATHENS AFFORDABLE HOUSING COMMISSION**
**BY-LAWS**

**DRAFT**

## ARTICLE I
## NAME

The name of the entity shall be the Athens City Affordable Housing Commission as established by Ordinance O-108-17 November 13, 2017, and approved by City Council. Amended August 1, 2022, by Resolution 0-05-22. Oversight shall be provided by City Council.

The commission principal office shall be located in the City of Athens, City Building, 8 East Washington Street, Athens, Ohio 45701.

## ARTICLE II
## MISSION AND PURPOSE

The Athens City Affordable Housing Commission is a commission of city government established to review best practices, investigate community affordable housing models, and identify needs and opportunities within Athens' city limits to advance decent, safe, sustainable and affordable housing for city residents. The commission is tasked with providing advice and guidance on measures and policies that influence access to and needs within the local housing market.

## ARTICLE III
## POWER AND DUTIES

1) Review and make recommendations to the Athens City Government on policies and procedures related to housing issues, including but not limited to:
   - Zoning plan and implementation
   - Fire, police, and safety services
   - Recreational services
   - Housing/rental code enforcement services
   - City of Athens transit, streets, sidewalks, and parking services
   - Utilities services: water, sewage, garbage, recycling
   - Existing programs and needs
   - Safe Routes to Schools
   - Economic Development Council

2) Act as liaison between members of the community and local government.

3) Respond to questions from the public, local government, and the community.

4) Consult with city officials, City Council, and the citizens of Athens in implementing special projects.

5) Inform the city of grant opportunities.

6) Prepare and submit an annual report of activities to Athens City Council and make such other reports and recommendations to City Council from time to time as may be deemed necessary.

**ARTICLE IV**
**MEMBERSHIP**

Section 4.1. Number of Members.

1) The commission shall consist of eleven (11) voting members. The four required members (as shown below) will be selected by the said organizations. The remaining members, all of whom shall be appointed by City Council and are subject to the approval of the City Council.

Section 4.2. Composition.

1) The board/commission shall be composed as follows:
   - A Member of Athens City Council.
   - The Mayor or his/her designee.
   - The Executive Director of the Metropolitan Housing Authority or their designee.
   - A designee by the Ohio University President.
   - Seven (7) members of the commission, appointed by Athens City Council, who are, when possible, representatives from the following groups: real estate, neighborhoods, finance, tenants, senior citizens as well as two at large members.

Section 4.3. Terms of Office.

1) All commission members shall be appointed to 3-year terms commencing on May 1st by ordinance. Members may be considered for re-appointment and may serve two (2) consecutive 3-year terms.
2) Voting members who fill an unexpired term do not count that term toward the maximum of two (2) consecutive terms.

Section 4.4. Resignation.

1) Any board/commission voting member may resign at any time by giving written notice to the Chairperson of the Commission. Any such resignation shall take effect at the time specified therein or, if the time is not specified therein, it takes effect upon the acceptance by the board/commission. Any required AHC member who leaves their job, will be replaced on the commission by their organization as soon as possible.

Section 4.5. Recruitment.

1) The commission members shall actively recruit, review, and recommend prospective voting members of the commission to Athens City Council as needed.

2) Prior to making appointments to the commission, the mayor and City Council may solicit nominations from organizations and individuals whose work is related to addressing housing needs in the community.

Section 4.6. Vacancies and Removal.

1) A vacancy in any office due to death, resignation, removal, or otherwise shall only be filled by the appointment of City Council.

2) Any member who misses three (3) consecutive meetings of the commission without an excused absence shall automatically cease to be a member and their seat shall become vacant. A new member shall be appointed to serve using the aforementioned process until the end of that term, at which time they may be appointed to serve a full term.

**Commented [SS1]:** What about removal? What if a member becomes disruptive? A process to vote them out?

**ARTICLE V**
**MEETINGS**

Section 5.1. Meetings.

1) The commission shall meet at least six (6) times annually at such times and places as may be designated by the chairperson. All meetings are open to the public in accordance with applicable state and federal laws and regulations.

2) The last meeting of the membership year, conducted in the month of December ~~March~~, shall be known as the Annual Meeting and shall be for the purpose of receiving reports of standing and Ad Hoc committees and for any other business that may arise. This meeting shall include election of officers and annual reports to Athens City Council. New officers shall be seated in January. New members will be seated upon assignment or as approved by council.

Section 5.2. Special Meetings.

1) Special meetings of the commission may be called by the chairperson or any two voting members of the commission upon notice to all members of the commission and duly advertised.

Section 5.3. Quorum.

1) A quorum for the commission shall consist of a simple majority of the voting members. A quorum must be present in order to make any decision requiring a vote. If a quorum is not present, the remaining members may discuss issues, take meeting minutes, and notify all members about their discussion for the next meeting.

**ARTICLE VI**
**OFFICERS**

Section 6.1. Terms.

1) The officers of the Athens City Affordable Housing Commission shall consist of Chairperson, Vice Chairperson, and Secretary, and such other officers as the commission may deem necessary. An individual may serve no more than two (2) consecutive terms in office.

Section 6.2. Election of Officers.

1) The chairperson shall notify the commission members of the action to take nominations for election of officers during the September ~~January~~ meeting.

2) The commission shall form a nominating committee consisting of no fewer than three (3) voting members to seek nominations for election of officers.

3) The slate of nominations shall be submitted to all commission members for consideration during the November ~~February~~ meeting.

4) Election of officers will be conducted during the December ~~March~~ annual meeting where each office will be voted on by the commission members.

5) Terms of office begin on January~~April~~ 1.

Section 6.3. Duties.

1) Chairperson shall:
   - Preside at all meetings of the commission
   - Have all general powers and duties that are vested in the office of the chairperson, including the power to make appointments to all committees
   - Set the agenda for commission meetings
   - Perform all other duties prescribed in these By-laws

2) Vice chairperson shall:
   - Be the second officer of the commission
   - Accept and perform the duties and exercise the power of the chairperson in the chairperson's absence.

- Provide oversight and leadership to the committees.

3) Secretary shall:
   - Accept and perform the duties of the chairperson in the absence of the chairperson and vice chairperson.
   - File all agendas, minutes, and records with the City Council Clerk as outlined in Article XII.

Section 6.4. Removal of Officer.

1) Any officer may be removed from office whenever, in the judgment of the commission, the best interests of the commission are not being served by a lack of participation in commission (three meetings without requesting a leave of absence) and/or committee meetings and events, or neglecting duties and responsibilities.

**ARTICLE VII**
**COMMITTEES AND CONSULTANTS**

Section 7.1. Committees.

1) All committees shall be chaired by a commission member, provided a commission member is available. When necessary, a non-commission member can be designated chairperson pro-tem until a commission member becomes available, or until that chairperson becomes a commission member.

2) Committees can be comprised of non-commission members with at least one commission member as a chairperson and are subject to the open meetings act.

3) A committee shall be established to study, evaluate, and report on areas of special interest to the commission.
   - Standing committees shall include, but are not limited to Executive, New Development, Neighborhood Revitalization, and Communication.
   - All committee meetings shall be announced to the full commission and to interested persons with advance notice. All meetings will be open to those who wish to attend. Meetings are to be announced to the public as required by Sunshine laws.
   - Committee chairpersons shall report at each meeting of the full commission the actions and/or progress their respective committees have made since the last meeting of the commission. A brief, written electronic report is to be submitted to the secretary of the commission, at or before the meeting, to be included with the commission meeting minutes.

Section 7.2. Consultants to the Commission.

1) The chairperson shall appoint, as necessary, individuals from the community, who may include former commission members, to serve in a consulting capacity to the commission and its committees. These consultants shall be selected for their expertise and knowledge. These consultants are not entitled to vote nor hold office. They shall serve without compensation, but may be reimbursed with prior approval, for commission related expenses via standard city reimbursement procedures.

**ARTICLE VIII**
**SUPPORT STAFF**

The commission may request a staff person to be responsible for distributing minutes of the meetings of the commission, publishing a roster of members, issuing notices and agendas for all meetings, **s**cheduling and deciding for regular and special meetings, and providing necessary clerical and support services. This person may be provided by the city, funded through grants or Vista, or be an internship.

**ARTICLE IX**
**NO PRIVATE REMUNERATION**

All members shall serve without compensation, but may be reimbursed, with prior approval, for commission related expenses via standard city reimbursement procedures.

**ARTICLE X**
**FINANCIAL AFFAIRS**

Section 8.1. Fiscal Year.

1) The fiscal year of the commission shall begin on January 1 of each year to coincide with the fiscal year of the City of Athens.

**ARTICLE XI**
**RULES OF ORDER**

"Robert's Rules of Order" as revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the By-laws and any special rules of order the commission may adopt. Motions before the commission are decided by majority vote. In the event of a tie vote, the Mayor or designee will cast the deciding vote. In the Mayor's or designee's absence, the City Council Representative will cast the deciding vote.

**ARTICLE XII**
**DECISION MAKING**

1) By-laws Changes

These by-laws may be amended, revised, repealed, or rescinded by a two-thirds (2/3) vote at any meeting of the commission. In order to consider a by-law amendment at a commission meeting, copies of the proposed amendment(s) must first be furnished to all the members at least thirty (30) days prior to the meeting. Substantive changes to the by-laws must be approved by the Mayor and City Council.

2) Agenda & Minutes

Agenda: the deadline for submitting agenda items to the chairperson is 7 days prior to the scheduled meeting. The deadline for submitting the agenda to the City Council Clerk for announcing the meeting on the website is no less than 48 hours prior to the scheduled meeting date. The agenda and any supporting documents shall be distributed to the full commission no less than 48 hours prior to the meeting. The time allotted for a guest speaker and each agenda item shall be determined by the chairperson.

Minutes: the minutes shall be submitted within two weeks of the meeting to the City Council Clerk.

3) Voting

Voice vote in person. If the chairperson is aware of enough opposition on an issue, the chairperson will ask if the opposition requires a roll call vote. If there is at least one vote for a roll call vote, there will be a roll call vote. If there is no opposition, no roll call vote will be taken. A vote will be determined by majority or at least 51% of the attending quorum commission members.

The chairperson can allow more time to resolve the issue if the commission believes more time should be taken. If the issue cannot be resolved, the commission members can vote to have the issue tabled for further discussion.