

BYLAWS OF THE HOUSING AUTHORITY OF MARICOPA COUNTY ADVISORY COMMITTEE

ARTICLE I THE ADVISORY COMMITTEE

Section 1. Name of the Committee. The name of the committee shall be “The Housing Authority of Maricopa County Advisory Committee” (the “**Advisory Committee**”).

Section 2. Mission of Advisory Committee. The mission of the Advisory Committee is to assist the Housing Authority of Maricopa County (the “**Housing Authority**”) further its mission as follows: The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

ARTICLE II COMMITTEE MEMBERS

Section 1. Membership. The Advisory Committee shall be comprised of at least eight (8), but not more than (10) ten members, including the following: Each member of the Housing Authority Board of Commissioners shall appoint one (1) member; the Maricopa County Manager shall appoint at least one (1), but not more than two (2) members; and the Housing Authority Board of Commissioners shall appoint at least one (1) but not more than two (2) eligible resident committee members who must be (Category 1): a Housing Authority public housing resident and/or (Category 2): a Housing Authority Section 8 recipient in good standing as required by federal law . If only one eligible resident member is appointed, the member may represent either Category 1 or Category 2. If (2) two eligible residents are appointed, there must be one from each Category. In addition, there shall be one (1) non-voting member appointed by the County Manager who is a current Maricopa County employee who administers CDBG/HOME grants. Appointed members must be formally appointed to the Advisory Committee by the Board of Commissioners. Advisory Committee members shall be appointed for an initial term to expire June 30, 2012. Beginning July 1, 2015, Advisory Committee terms will be extended to two (2) years and the terms will be staggered. In order to stagger the terms, (6) six members will serve a term of (2) two years, and the remaining members will serve a (1) year term. Those appointed for initial two-year terms shall be appointees from Supervisorial Districts One, Three, and Five; one of the County Manager’s appointees; one of the Resident Committee Members; and the non-voting member who is a Maricopa County employee. The remaining members will serve one (1) year terms at first. Once the system of Staggered Terms is fully in place, subsequent appointments shall be for terms of two (2) years. Members may be reappointed. The Advisory Committee shall have the responsibilities and authority set forth in the bylaws adopted by the Board of Supervisors.

Section 2. Vacancies. Any vacancy on the Advisory Committee shall be filled with a replacement appointed by the person or Board who initially made the appointment in accordance with the procedures identified above. Each vacancy shall be filled for the remainder of the unexpired term of the vacancy being filled.

Section 3. Removal. Any Advisory Committee member may be removed upon a majority vote of the Housing Authority Board of Commissioners at any time for any reason or for no reason.

ARTICLE III OFFICERS

Section 1. Officers. The officers of the Advisory Committee shall be Chairman and Vice Chairman. The Chairman and Vice Chairman must be voting members of the Advisory Committee, and shall be elected annually to serve in that capacity by majority vote of the Advisory Committee. The Chair and Vice Chair may serve two (2) consecutive terms in that position if duly re-elected by the Advisory Committee. The Chairman shall preside at all meetings of the Advisory Committee, which duties shall be performed by the Vice Chairman in the Chairman's absence.

Section 2. Conflict of Interest. All committee members and officers of the Advisory Committee are subject to the provisions in Title 38, Chapter 3, Article 8 (A.R.S. § 38-501 *et. seq.*). In addition, no committee member or officer, or immediate family member of a committee member or officer shall have any interest, direct or indirect, in any project; property included or planned to be included in a project, or contracts or subcontracts managed by the Housing Authority. Any such interest, director or indirect, must be disclosed in writing prior to any decision by the Housing Authority relating to the project, property, or contract. This prohibition shall be applicable for one (1) year after tenure with the Advisory Committee. Conflicts of interest properly disclosed under this section may be waived by the Board of Commissioners, if provided such waiver is not prohibited by state or federal law.

ARTICLE IV DUTIES

Section 1. Housing Conditions Evaluation. The Advisory Committee shall review information and make recommendations to the Board of Commissioners regarding (a) investigations into living, dwelling and housing conditions and into the means and methods of improving such conditions; (b) determinations of where slum areas exist or where there is a shortage of decent, safe and sanitary dwelling accommodations for persons of low income; and (c) studies and recommendations relating to the problem of clearing, planning and reconstructing blighted areas.

Section 2. Public Education. The Advisory Committee shall assist with educating the general public, local municipal and County officials, housing providers, and related entities regarding affordable housing issues. The Advisory Committee shall act as a resource in the development of countywide housing policies and programming to expand the housing stock of the County.

Section 3. Program Promotion; Partnerships. The Advisory Committee shall (a) assist with furthering housing goals related to United States Department of Housing and Urban Development ("HUD") programming; (b) support the Housing Authority to establish a strong public/private sector partnership via work with local 501(c)(3) nonprofit and for-profit organizations to establish and implement the Housing Authority's goals and objectives; and (c)

promote coordination of existing County and municipal programs and services as related to affordable housing.

Section 4. Research; Studies; Publications. The Advisory Committee shall assist the with promoting, engaging in, preparing and publishing without limitation, alone or in conjunction with any public or private entity or organization, or any charitable or non-profit entity or organization, or any governmental agency, research studies, surveys and any and all analysis pertaining to the provision of safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income. The Advisory Committee shall also advise with respect to educational materials for residents of housing communities operated by the Housing Authority.

Section 5. Land Planning Recommendations. The Advisory Committee shall provide input and shall receive public input as the Board of Commissioners deems necessary to enable recommendations relating to County and regional planning efforts. This may include assisting with recommendations to the County related to planning for affordable housing in accordance with the County's comprehensive land-use plan adopted pursuant to A.R.S. § 11-821 *et seq.*

Section 6. Board Assigned Duties. The Advisory Committee shall perform such additional duties as assigned by the Board of Commissioners.

Section 7. Policies and Procedures. As may be required, the Advisory Committee shall comply with all Maricopa County central services policies, to the extent such policies are not in conflict with any regulations or requirements imposed by the United States Department of Housing and Urban Development (“HUD”).

ARTICLE V MEETINGS AND MEETING NOTICES

Section 1. Regular Meetings. Regular meetings shall be held with such notice as is required by the Arizona Open Meeting Law (A.R.S. § 38-431 *et seq.*) at a regular meeting time and place as determined by the Housing Authority Executive Director.

Section 2. Special Meetings. The Chairman of the Advisory Committee may on his/her own, when necessary, or upon the request of two voting members of the Advisory Committee, call a special meeting of the Advisory 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 Advisory Committee by telephone, by facsimile or in writing and delivered personally to the members at any time at least twenty-four (24) hours prior to the meeting. Notices may also be mailed to members if the mailed notices are sent to the business or home address of each member of the Advisory Committee at least three days prior to the date of such special meeting. Notices by mail shall be deemed effective three (3) days after the notice is mailed, postage prepaid to the member at their address of record. The three-day mailed notice requirement may be waived by written waiver signed by all the members of the Advisory Committee prior to the meeting. At such special meeting no business shall be considered other than as designated in the posted agenda for the meeting, and only to the extent permitted under the Arizona Open Meeting Law.

Section 3. Quorum. The powers of the Advisory Committee shall be vested in the members thereof in office from time to time. A majority of Advisory Committee voting members shall constitute a quorum for the purposes of conducting its business and exercising its powers and

for all other purposes, but the Chair, or a smaller number, may adjourn from time to time until a quorum is obtained. Members may attend meetings by means of conference telephone or other similar electronic communication equipment by means of which all persons participating in, or attending, the meeting can hear each other. Participation in a meeting pursuant to such electronic communication shall constitute presence in person at such meeting. When a quorum is in attendance (either in person or via conference telephone or other similar electronic communications equipment), action may be taken by the Advisory Committee upon a vote of a majority of the voting members present.

Section 4. Order of Business. At the regular meetings of the Advisory Committee, the order of business shall include, but is not limited to, the regular or general business, recommendations or reports to the Housing Authority, project updates, financial reports, operational and managerial reports, presentations, workshops, current events, or public comment.

Section 5. Manner of Voting. The voting on all questions coming before the Advisory Committee shall be ayes and nays, and shall be entered upon the minutes of such meetings.

ARTICLE VI AMENDMENTS

Section 1. Amendments to Bylaws. These Bylaws of the Advisory Committee shall be amended only with the approval of at least three (3) members of the Board of Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least three (3) days' written notice thereof has been previously given to all of the members of the Board of Commissioners.

ARTICLE VII OVERSIGHT OF THE HOUSING AUTHORITY ADVISORY COMMITTEE

Section 1. Oversight. The Housing Authority shall oversee the Advisory Committee. The Housing Authority shall have authority to review, study, and evaluate, on a continuing basis, the actions, application, administration, execution, and effectiveness of Advisory Committee. This authority includes the ability to comment on, revise, or amend the activities of the Advisory Committee to improve, develop, and enhance the role and effectiveness of the Advisory Committee.

Date Adopted: December 13, 2010

Date of Latest Revision: June 5, 2015