



**BYLAWS OF THE AFFORDABLE HOUSING TASK FORCE  
OF THE CITY OF CHEYENNE**

**ARTICLE I THE AFFORDABLE HOUSING TASK FORCE**

**Section 1. Name of the Task Force-**The name of the task force shall be the "Affordable Housing Task Force of the city of Cheyenne (Task Force)."

**Section 2. Organization of the Task Force-** Pursuant to Resolution 6131, the Task Force members will be appointed by the mayor for a period deemed as long as needed to accomplish its goals.

No compensation will be given to Task Force members.

**Section 3. Vacancies-** A vacancy because of death, resignation, removal, disqualification, or otherwise should be filled within sixty (60) days following the standard appointment procedure. Appointees will fill the remainder of the vacated term.

Absence by a member from three (3) consecutive regular Board meetings without being excused by the Task Force chair shall result in the Secretary sending such Member a reminder that third (3) consecutive regular meetings have been missed without excuse and that a fourth missed meeting shall be taken as a resignation from the Board. After the fourth consecutive meeting is missed, such member shall be deemed to have resigned from the Board and notice will be sent by the Secretary to the Mayor.

A member may resign at any time by giving written notice to the mayor. The resignation will be effective upon receipt of the notice.

**Section 4. Removal-** Any member may be removed by the mayor. The Task Force may make recommendations to the mayor concerning the removal of members.

**ARTICLE II PURPOSE**

The Affordable Housing Task Force has been established to assess the current and projected future landscape of housing affordability in the City of Cheyenne and evaluate current programs and initiatives to produce new affordable housing and preserve existing ones.

**ARTICLE III OFFICERS**

**Section 1. Officers-** Nomination and election of officers for the Task Force will be held no later than the third meeting following each new term.

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary.

Section 2. Chair- The Chair shall be responsible for presiding over and calling to order all regular and special meetings, announcing business to be conducted, providing for swift, orderly, and pertinent discussion of questions arising during proceedings, and putting them to a vote. The Chair shall also announce the result of the votes and authenticate, by her/his signature, when necessary, all acts, orders, and proceedings of the Board.

Section 3. Vice Chair- Upon the absence of the Chair, the Vice Chair shall automatically become the presiding officer of the Task Force. The Vice-Chair shall also be able to sign any documents for the Task Force in the absence of the Chair or Secretary.

Section 4. Secretary- The Secretary shall be responsible for signing documents appropriate to the office of Secretary, and such other duties as may be assigned by the Board. In the absence of the Chair and Vice Chair, the Secretary may also preside over a meeting provided a quorum is present.

Section 5. Elections- Elections of officers shall be by viva voce. A candidate receiving a majority vote of the members present of the Task Force shall be declared elected (absentee voting is not authorized).

Each elected officer shall serve for one (1) year, or until a successor takes office. All officers shall be eligible for reelection in the same officer position for a maximum of three (3) consecutive terms.

Any officer elected or appointed by the Task Force may be removed by the Task Force whenever, in its judgment, the best interests of the Task Force may so require.

Should an officer's position be vacated, at the next regularly scheduled meeting nominations shall be opened and voting shall be by viva voce. Whomever is elected shall fill the unexpired term of the officer position until all new officer positions are re-elected at the first meeting of the calendar year.

#### **ARTICLE IV MEETINGS**

Section 1. Open Meetings- All meetings and hearings shall be open to the public and be held in accordance with Robert's Rules of Order.

Section 2. Regular Meetings- Regular Task Force meetings shall be established on an annual basis as determined by the incoming Task Force. The dates and times of the meetings may be changed, or regular meetings may be canceled, upon the direction of the Chair, if all members of the Task Force have been notified of the change prior to the meeting.

Section 3. Voting- Any matter that the task force decides to vote on must have a quorum of the task force members. A quorum is reached when at least 5 task force members are present. If there is not a quorum, the matter shall be tabled and voted on at the next meeting if there is a quorum. To pass a matter must have a majority vote of attending members. Voting by email shall be at the discretion of the Chair and must meet the quorum and majority standards of an in-person vote.

## ARTICLE V CONFLICTS

**Section 1. Declaration of a Conflict of Interest-** Any member of the Board who has a conflict of interest on any question called to vote shall notify the Task Force of such conflict and shall abstain from voting on the matter.

**Section 2. Task Force Determination of a Conflict of Interest-** Any Task Force member or any interested party may raise the question about whether any Task Force member has a conflict of interest. Conflict of interest questions will be limited to matters being considered by the Task Force. Questions concerning conflicts of interest may be raised at any regular meeting of the Task Force. Any person who may have a conflict is entitled to have the Task Force consider and vote on the question. A Task Force member shall abstain from voting on any matter before the Task Force if the Task Force determines that member does have a conflict of interest.

## ARTICLE VI AMENDMENTS

The Bylaws may be altered, amended, or repealed, and substitutions be adopted by majority vote of the members present at a regular meeting when the proposed changes have been sent out in the notice of the meeting.

## ARTICLE VII VERIFICATION OF ADOPTION

*Becky Minick*, Secretary of the Affordable Housing Task Force, do hereby certify that the foregoing By Laws were adopted as above, at the regular meeting of the Affordable Housing Task Force meeting, on June 7, 2023.



Secretary



Chairman