

**BY-LAWS OF THE
HOUSING & COMMUNITY DEVELOPMENT ADVISORY COUNCIL
OF THE CITY OF CHEYENNE**

ARTICLE I – THE ADVISORY COUNCIL

Section 1. Name of Advisory Council. The name of the Advisory Council shall be the Housing & Community Development (H&CD) Advisory Council of the City of Cheyenne.

Section 2. Organization of the Advisory Council. Pursuant to Resolution No. 1955 members of the Advisory Council will be selected by the Mayor and the City Council of the City of Cheyenne.

The Advisory Council shall consist of nine (9) appointed members who will serve in staggered terms of three (3) years starting September 1st. An Advisory Council member shall not serve more than three (3) terms, to be effective upon adoption of these By-Laws. The appointed members shall be the only voting members on the Advisory Council.

It is preferable that Advisory Council Members be well diversified and have an interest in helping the low-income residents of Cheyenne.

No compensation will be paid to Advisory Council members.

Section 3. Vacancies. A vacancy caused by 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 four (4) consecutive regular Advisory Council meetings without being excused by the Advisory Council Chair shall result in the Secretary sending such Member a reminder that four (4) consecutive regular meetings have been missed without excuse and that a fifth missed meeting without excuse shall be taken as a resignation from the Advisory Council. After the fifth consecutive missed meeting, such member shall be deemed to have resigned from the Advisory Council 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. Resignation will be effective upon receipt of the notice.

Section 4. Removal. Any member may be removed by the Mayor. The Advisory Council may make recommendations to the Mayor concerning removal of members.

ARTICLE II – PURPOSE

The Advisory Council's primary role is to serve as liaisons between the H&CD Office and community residents in receiving input on very low, low, and moderate-income needs and between the Cheyenne City Council and community residents to express identified needs. During the H&CD Office grant cycle the Advisory Council oversees the grant process and makes recommendations to

the City Council for funding. In addition, the Advisory Council may conduct site visits/evaluations on sub-recipient throughout the year.

ARTICLE III – OFFICERS

Section 1. Officers. Nomination and election of officers for the upcoming year will be held no later than the September meeting.

The officers of the Advisory Council 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 their signature when necessary, all acts, orders, and proceedings of the Advisory Council.

Section 3. Vice Chair. Upon the absence of the Chair, the Vice Chair shall automatically become the presiding officer of the Advisory Council. The Vice Chair shall also be able to sign any documents for the Advisory Council 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 Advisory Council. In the absence of Chair and Vice Chair, the Secretary may also preside over a meeting provided a quorum is present.

Section 5. Non-Voting Ex-Officio Members. The Program Manager shall not be an officer but shall serve the Advisory Council as a spokesperson, provide staff support and serve as a liaison, by providing project assistance, research, coordination, and communication with U.S. Department of Housing and Urban Development, special interest groups, organizations, news media, City Council, and volunteers.

A City Council Representative may be selected by the President of the City Council to serve as the Representative to the Housing & Community Development (H&CD) Advisory Council. The duties of the Representative are to act as a liaison between City Council and the Advisory Council. The Representative shall keep City Council informed of the activities of the H&CD Advisory Council and may assist the Advisory Council in the preparation of recommendations to City Council.

Section 6. Elections. A candidate for an office receiving a majority vote of the quorum of the Advisory Council shall be declared elected.

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 years.

Any officer elected or appointed by the Advisory Council may be removed by a majority vote of a quorum of the Advisory Council whenever, in its judgement, the best interests of the Advisory Council may so require.

Should an officer position be vacated, at the next regularly scheduled meeting nominations shall be opened and voting shall be a majority vote of a quorum. Whomever is elected shall fill the unexpired term of the officer position until all new officer positions are re-elected.

ARTICLE IV – MEETINGS

Section 1. Open Meetings. All meetings and hearings shall be open to the public.

Section 2. Meetings. Advisory Council meetings will be guided by Robert’s Rules of Order. Advisory Council meetings shall be held on the first Wednesday of each month from 4:00 p.m. to 6:00 p.m. The dates and times of the meetings may be changed, or regular meetings may be canceled, upon direction of the Chair, if all members of the Advisory Council have been notified of the change prior to the meeting.

Section 3. Quorum. A quorum will be a majority of sitting Advisory Council members.

ARTICLE V – CONFLICTS OF INTEREST

Advisory Council members must avoid conflict of interest with respect to their responsibility. 1) There must be no self-dealing or any conduct of private business or personal services between any Council member and the applicant or sub-recipient. 2) Council members and their immediate families will not accept any personal gift, gratuity or reward from any applicant or sub-recipient. 3) Council members will not use their positions to obtain any benefit from any applicant, sub-recipient, or other entity.

Any member of the Advisory Council who has a conflict of interest on any matter called to vote shall notify the Advisory Council of such conflict and shall abstain from voting on the matter.

ARTICLE VI – AMENDMENTS

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

ARTICLE VII – VERIFICATION OF ADOPTION

I, Steve Ganison, Secretary of the Housing & Community Development Advisory Council, do hereby certify that the foregoing By-Laws were adopted as above, at the regular meeting of the Housing & Community Development Advisory Council Meeting, on November 8, 2021.


Chairman


Secretary