

AFFORDABLE HOUSING BOND
IMPLEMENTATION COMMITTEE
BYLAWS

ARTICLE I. NAME AND OFFICES

Section 1. Name. The name of this board shall be the "Affordable Housing Implementation Committee."

Section 2. Offices. The principal office of this Committee shall be located at 516 Rigsbee Avenue, Durham, NC 27701.

ARTICLE II. PURPOSE & RESPONSIBILITIES

Section 1. Purpose. The purpose of the Affordable Housing Implementation Committee is a committee created by City Council to advise the Community Development Department on the implementation of the Affordable Housing investment plan.

Section 2. Duties and Responsibilities. The Committee will have the following duties and responsibilities:

- A. Advise on the administration of the Affordable Housing investment plan, including the Affordable Housing Bond passed by the voters of the City of Durham on November 6, 2019;
- B. Guarantee transparency and accountability in the City's expenditure of bond funds;
- C. Review expenditures with particular focus on housing construction, job training and the inclusion of minority and women contractors to ensure the City's goals are met;
- D. Provide feedback and guidance on the City's communications to the public about the progress on the implementation of the housing investment program; and
- E. Provide briefing to Council every 6 months regarding the Committee's activities and the affordable housing plan.

Section 3. Duration. It is expected that the Affordable Housing Implementation Committee will meet its purpose and fulfill its duties within six years, expiring on July 31, 2026. Council approval is required for any extension of the committee's expected six-year duration.

ARTICLE III. MEMBERSHIP

Section 1. Leadership Team. The Affordable Housing Implementation Committee is led by a leadership team consisting of two Co-Chairs chosen by the Mayor, who serve a three-year term.

Co-Chairs:

The Co-Chairs will be responsible for conducting the committee meetings and guiding the committee through the agenda items by facilitating dialogue and active participation providing continuous feedback. Co-Chairs will also be available to assist Community Development Department staff with the following:

- A. Planning committee meetings;
- B. Assisting with the creation of meeting agendas; and
- C. Distributing material, as needed, to the Committee to keep members informed.

Every six months, the Chairs will also prepare a briefing, outlining the major activities and issues that were covered by the Committee, to be presented to Council at a Work Session. This briefing serves as a good opportunity for two-way communication between the Committee and Council.

Section 2. Composition. The Affordable Housing Implementation Committee shall consist of a total of sixteen (16) voting members appointed by City Council including:

- A. Two Co-Chairs
- B. Six at-large representatives
- C. Three residents of Durham Housing Authority properties
- D. Five people representing the following categories:
 - 1. Resident of affordable housing¹
 - 2. Formerly homeless individual
 - 3. A member with expertise in real estate development
 - 4. A member with expertise in housing finance
 - 5. A representative from the Citizens Advisory Committee

The Affordable Housing Implementation Committee should reflect the diverse composition of Durham's community by race/ethnicity and gender. To facilitate the achievement of this balance, the City shall proactively encourage applicants of diverse backgrounds to apply to serve on the Affordable Housing Implementation Committee. All members, including the Co-Chairs, shall have equal voting rights.

Section 3. Residency. All members of the Affordable Housing Implementation Committee must be residents of the City of Durham.

Section 4. City Council Participation. The City Council shall designate one of its members as a non-voting liaison to the Affordable Housing Implementation Committee.

Section 5. Terms. A member of the Affordable Housing Implementation Committee shall serve a 3-year term, beginning from the date of initial appointment, and may serve a maximum of 2 consecutive terms.

¹Affordable housing may be a homeownership or rental unit and must be a unit that has legal restrictions on the income of the resident

Section 6. Vacancies.

- A. In the event of a vacancy, the Staff Liaison shall notify the Office of the Clerk as soon as possible.
- B. Members appointed to fill a vacancy may assume the term of the position vacated and may reapply once that term has ended.

ARTICLE IV. COMMITTEES

Ad hoc committees, which may also be referenced as a “subcommittee,” may be created by the Affordable Housing Implementation Committee upon majority vote to perform a specific goal or serve a specific purpose. The chair of the ad hoc committee shall be a member of the Committee and shall prepare meeting minutes, as provided in Article V, Section 6.

ARTICLE V. MEETINGS.

Section 1. Regular Meetings. Affordable Housing Implementation Committee shall meet quarterly. The Committee may call special meetings as needed.

Section 2. Notice. Committee members will receive the agenda via e-mail prior to each regularly-scheduled meeting. All Committee and subcommittee (if any) meetings will be open to the public and will be pre-announced through the Office of the City Clerk as required by North Carolina Open Meetings Law.

Section 3. Quorum. The Affordable Housing Implementation Committee shall conduct no business unless a simple majority of the Committee, excluding vacant seats, is present at a meeting.

Section 4. Voting. Motions before the board will pass with a simple majority.

Section 5. Public Nature of Meetings. All meetings of the Affordable Housing Implementation Committee shall be open to the public. All public comments shall be received by the Committee at the discretion of the Chair conducting the meeting.

Section 6. Meeting Minutes. Meetings minutes of all Committee meetings and subcommittee meetings (if any) shall be prepared. The purpose of minutes is to provide a record of the actions taken by the committee and evidence the actions were taken according to proper procedures. If no action is taken, the minutes need only contain the information necessary to document that the meeting occurred. Minutes usually contain a summary of matters discussed. Attendance is required to be taken at all meetings.

ARTICLE VI. ATTENDANCE & PARTICIPATION

Section 1. Requirement. Members are expected to attend all meetings of the Affordable Housing Implementation Committee and must attend at least 50% meetings annually. When a member has missed two consecutive meetings, the Co-Chairs and the Council shall

be notified. Co-Chairs shall discuss with individual members, as needed, participation and attendance.

Section 2. Absence. If a member of the Affordable Housing Implementation Committee will be unable to attend a regularly scheduled meeting, the member shall notify the Co-Chairs or the Office of the City Clerk of their impending absence at least 48 hours prior to the time of the meeting. The Leadership Team and Community Development staff liaison shall then be informed of all such notices and shall record the absences as excused.

Any absences from a Committee meeting without prior notice will be recorded as unexcused. The Chair conducting the meeting, with a majority vote of the Affordable Housing Implementation Committee members in attendance at a meeting, may deem an absence without notification excused in the case of extraordinary circumstances. Excused absences do not negate the requirement of attending at least 50% of committee meetings annually.

Section 3. Attendance Reports. The Community Development Staff Liaison shall submit 6-month and 12-month attendance reports to the Office of the City Clerk.

Section 4. Removal. It is the policy of the City Council to remove any member who does not meet the attendance requirements and make another appointment unless the member subject to removal has demonstrated good cause for failure to comply with attendance requirements. Members may also be removed for violating any applicable state statutory requirements and any city code provisions or city resolutions regarding ethics.

ARTICLE VII. RESIGNATIONS

Section 1. Written Notice. Any member of the Committee may resign by a written notice of the Office of the City Clerk with a copy to the Co-Chairs.

Section 2. Change of Address. If a member of the Committee moves or no longer resides in the City of Durham, the member must immediately report the change of address to the Office of the City Clerk and Co-Chairs of the Committee. If the member no longer resides in the City of Durham, the member is obligated to resign.

ARTICLE VIII. CITY STAFF

Community Development staff will support the Affordable Housing Implementation Committee in the following ways:

- A. Maintaining effective records and administration of Committee activities;
- B. Providing administrative support for the Committee, except any ad hoc committees formed under Article IX;

- C. Maintaining transparency of the affordable housing investment plan by communicating updates to the Committee about affordable housing projects, key activities of those projects, and affordable housing expenditures;
- D. Delivering the Committee's affordable housing expenditure priorities to the City Manager when appropriate for budget consideration;
- E. Delivering Community Development's affordable housing expenditure priorities to the Committee when appropriate, but before the budget is presented to City Council; and
- F. Supporting community-wide education about progress on affordable housing projects.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Affordable Housing Implementation Committee by a two-thirds vote of those members present, provided that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting. All amendments to these Bylaws are subject to the approval of Durham City Council.