

THE HOUSING DIRECTORS ADVISORY COMMITTEE
OF THE
HUMAN SERVICES POLICY COMMITTEE

BYLAWS

Adopted March 14, 2018

Article I: Name

The name of this committee is the Housing Directors Advisory Committee, hereinafter referred to as “the Committee”. The Committee serves as a Technical Committee of the Human Services Policy Committee (HSPC) of the Metropolitan Washington Council of Governments (COG).

Article II: Purpose

The Committee convenes to enhance public understanding of the foundational role housing plays in people’s lives; to coordinate efforts across a multi-jurisdictional housing market; and share best practices in creating and preserving housing affordable to the full spectrum of incomes in a high-cost housing market.

The Committee’s purpose is to ensure that all citizens in the metropolitan Washington region have access to quality housing choices in communities with transit, jobs, and other amenities that enhance quality of life.

The Committee’s work supports the COG Board of Directors, the HSPC, other COG policy committees and other COG technical committees which impact land use and housing development and preservation decisions.

Article III: Membership

A member is the Housing Director of the local Departments of Housing and Community Development in a jurisdiction that is a COG member or is a Director or senior staff member of a quasi-governmental housing agency in a COG member jurisdiction. Members may vote on all issues brought before the Committee. A member may assign an alternate by written or email notice to the Co-Chairpersons or COG staff prior to the meeting to attend a meeting that the member is not able to attend, and the designee shall have voting rights.

Article IV: Co-Chairpersons

The Committee shall have two (2) Co-Chairpersons. The Co-Chairpersons must be primary committee members, not designees. The duties of the Co-Chairpersons are as follows:

The Co-Chairpersons are the Committee's Executive Officers and will preside at all meetings with conduct of the meeting rotated between the Co-Chairpersons every other meeting, or as mutually determined by the Co-Chairpersons and COG staff. Both Co-Chairpersons shall participate in monthly planning meetings facilitated by COG staff to develop meeting agendas and other meeting materials. The Co-Chairpersons shall represent the Committee, or delegate such representation, at COG functions and meetings, act as the spokespersons for the Committee and otherwise ensure that the Committee's responsibilities and activities are carried forth. Co-Chairpersons will attend other COG meetings as their availability permits or will designate a Committee representative(s) to attend in their place.

Article V: Elections

To ensure consistency, Co-Chairpersons shall hold office for a two (2) year period; however, nothing shall preclude an officer from serving more than one consecutive term in office. At each September meeting the Co-Chairpersons shall solicit potential nominees, make their recommendations at the November meeting, and at that meeting a vote will be taken of the members pursuant to Article VI of these Bylaws. The term of office shall begin on the first day of January immediately after the election.

If either elected Co-Chairperson is unable to fulfill his/her term of office the remaining Co-Chairperson shall nominate a member of the Committee and hold an election at the next scheduled meeting.

Article VI: Meetings and Quorum

The Committee will convene on the third Thursday every other month, or on such date as determined by a simple majority of the members. The Committee members may review the regular meeting date on an annual basis, as needed. The Committee shall meet at the COG offices or such other location as agreed upon by the Co-Chairpersons and COG staff. Written notice of all regular meetings and the meeting agenda shall be distributed to each member at least seven (7) days prior to the meeting.

The Co-Chairpersons may call a special meeting for an issue that requires attention before the next regular meeting date without prior written notice. However, no business will be transacted except that for which the special meeting was called.

The Co-Chairpersons may hold a conference call meeting for an issue that requires attention of the Committee or in lieu of an in-person meeting. All votes during a special meeting conference call shall be reported and ratified at the next regular meeting.

A minimum of five (5) members present, in person or by telephone or webinar, at a meeting, or casting email votes, constitutes a quorum. When a quorum of the Committee is present, or casts email vote, a majority shall decide any issue brought before the Committee. When voting is conducted by email, a deadline for submitting votes shall be specified.

The Co-Chairpersons may limit attendance at meetings to members and COG staff only.

Article VII: Subcommittees

Each subcommittee's membership is open to representatives of any member jurisdiction. In addition, the leadership of each subcommittee may approve additional representatives to attend its respective subcommittee meetings. The primary objective of each subcommittee is to provide a forum for the exchange of information and ideas that would enhance the ability of COG member agencies to perform their duties. The subcommittees will determine such other duties as may be appropriate and of concern to their membership or as directed by this Committee or other COG authority consistent with the COG work program.

The Committee may delete or modify the standing subcommittees or establish other subcommittees as it deems necessary to carry out its business, consistent with the goals and resources specified in the COG fiscal year work program and budget.

Each standing subcommittee shall have an elected chairperson and vice chairperson, one of whom shall attend each meeting of this Committee and report on the activities of their subcommittee.

COG will staff each subcommittee to provide necessary support for the subcommittee's work.

Article VIII: Parliamentary Authority

The Committee's meetings shall be governed by the Rules of Procedure adopted by the COG Board of Directors. If the Rules of Procedure are silent on an issue before the Committee, the governing procedure shall be the current edition of Roberts Rules of Order.

Article IX: Standard Operating Procedures

The Committee may adopt such written standard operating procedures (SOPs) as it deems necessary for the efficient and effective operation of the Committee and/or its subcommittees.

These Bylaws, together with the SOPs, will govern the Committee's operations. The Bylaws will take precedent over any SOP, and no SOP that is in conflict with this document will be adopted by the Committee. All SOPs shall be approved by vote of the Committee in the same manner as are amendments to these Bylaws.

A list of all adopted SOPs is found at the end of these Bylaws and shall be updated as new SOPs are adopted.


Article X: Amendment of Bylaws

Any amendment of these Bylaws shall require a majority vote by a quorum of members assembled for the purpose of voting for ratification of the proposed amendments. All members shall be provided written information on proposed amendments to these Bylaws at least fifteen (15) days before the date of such vote, and the proposed amendments shall have been discussed in at least one meeting of the Committee held in the three (3) months before the vote. All members shall be notified of the date, place and time of the meeting at which the proposed amendments will be presented to the Committee for a vote. Jurisdictions with more than one (1) member in attendance shall be entitled to only one (1) vote regardless of the number of members present at any given meeting. In such instances, where more than one member of the same jurisdiction is present, they will collaborate and make known to the Chairman which member shall cast votes for that jurisdiction.

Article XI: Adoption of Bylaws

These Bylaws shall become effective upon the majority vote of a quorum of members assembled for the purpose of deciding the ratification of such Bylaws. The Co-chairpersons of the Committee shall affix their signatures to this document attesting to its ratification.

These Bylaws of the Metropolitan Washington Council of Governments Housing Directors Advisory Committee were ratified as required by Article X on the ____ day of _____, 201__.

Attested: Co-Chairperson 
Co-Chairperson 