

BYLAWS OF THE PIMA COUNTY HOUSING COMMISSION

SECTION I - INTRODUCTION

- 1.01 The name of the organization shall be the Pima County Housing Commission.
- 1.02 The Pima County Housing Commission was established to assure the highest accountability to the voters for use of bond funds approved for housing and to promote effective collaboration between the County, the non-profit and for-profit development community.
- 1.03 The Pima County Housing Commission was ratified and approved by unanimous vote of the Pima County Board of Supervisors at their Regular Meeting on November 16, 2004 (Agenda Item No. 19).

SECTION II - MISSION AND PURPOSE

- 2.01 The mission of the Commission is to increase the amount of housing in Pima County that is affordable to low and median income families, and to oversee and assure public accountability for Pima County Housing Bond Funds and the Pima County Housing Trust Fund.
- 2.02 The purpose of the Commission will be to provide oversight and monitoring of all Housing Trust Fund and Affordable Housing Strategy issues that are placed before the Board of Supervisors for consideration.
- 2.03 The Commission will be provided a budget sufficient to carry out this work and to fund an annual, independent audit of all financial transactions and records of the Commission and of the Housing Trust Fund, which will be made public.
- 2.04 The Commission will be researching and monitoring the implementation of the Housing Trust Fund and the overall Affordable Housing Strategy including potential, new sources and contributions to the Housing Trust Fund.

2.05 The Commission will review and recommend uses of Pima County Housing Bond funds and annually report to the Board of Supervisors on the status of Housing Bond Funds, the Housing Trust Fund and the affordable housing programs.

2.06 The Commission will promote the Pima County Affordable Housing Goal and Implementation Measures adopted by the Pima County comprehensive plan known as "Pima Prospers" which recommends strategies to support, develop and adopt housing policies, regulatory incentives and partnerships with stakeholders who develop affordable housing.

2.07 The Commission shall hold public meetings as necessary, but no less than three times each year, and will submit an annual report to the Board of Supervisors.

SECTION III- COMPOSITION

3.01 The Commission shall be comprised of eleven (11) members: two appointed by each Supervisorial District and one by the County Administrator. Each member of this Commission will be nominated and serve at the pleasure of the appointing Supervisor or County Administrator. All members listed above shall be voting members. The Director of Community Development and Neighborhood Conservation and the Department's Housing Program Manager shall participate on the Commission to provide technical assistance and shall not have voting rights.

ARTICLE IV – QUORUM

4.01 Six or more voting members shall constitute a quorum for the transaction of business.

ARTICLE V – ACTIONS

5.01 The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of this Commission.

ARTICLE VI – ATTENDANCE

6.01 Members who fail to attend three (3) consecutive regular meeting shall be considered resigned from the Commission. The Commission may, for good cause grant leaves of absence to its members or exceptions to this section.

6.02 Members may participate in and act at any meeting of the Commission by means of conference telephone, or similar communications equipment, provided that the member(s) so participating and the members and public present at the meeting can hear all proceedings. The member(s) shall provide sufficient information, on record, to assure their identity and confirm the ability to hear and participate in the proceedings. No individual member may participate in such manner for more than three (3) meetings during the calendar year. No more than two (2) members may participate in such manner at any given meeting. Such participation should be used only when there is no feasible means for physical presence at the meeting.

ARTICLE VII – MEETINGS

7.01 Meetings shall be held pursuant to the open meetings law, Arizona Revised Statutes (38-431) and shall be conducted according to Roberts Rules of Order.

7.02 Advisory Committees or Subcommittees can be appointed by this commission at any time as deemed necessary by the Commission.

ARTICLE VIII – OFFICERS

8.01 The officers of the Housing Commission shall be a chairperson and one or more vice-chairperson/s each of whom shall be elected by the voting members.

8.02 Election and term of officers shall be elected every two years on or after January 1 of each year. Each officer shall hold office until his/her successor shall have been duly elected.

ARTICLE IX

REQUEST TO ADDRESS HOUSING COMMISSION REVIEW DECISION

8.01 The purpose is to assure a consistent process for the review of funding recommendations and decisions made by the Housing Commission.

8.02 Any organization whose request for funding has been recommended for denial, reduction, or termination by the Housing Commission may seek a review of the Commissioners decision. The Request for Review by the Housing Commission must be submitted by the organization within ten (10) business days from the date the decision is posted.

8.03 The Request for Review must be in writing and must include:

8.03.1 Name and address of organization;

8.03.2 Signature of the chief officer of the organization;

8.03.3 The specific Housing Commission decision for which review is requested;

8.03.4 The specific reason(s) warranting review of the Housing Commission decision:

8.03.5 Relevant information which was not available when the Commission made its decision

8.03.6 Explanation of a factual error which contributed to the decision; and

8.03.7 Relief requested by the organization.

8.04 Housing Commission Review Meeting

8.04.1 After receipt of the written Request for Review, the Housing Commission will schedule a meeting in order to provide the organization with an opportunity to present its concerns regarding the funding recommendation. During the organization's presentation, the Housing Commission may ask questions.

Thereafter the Housing Commission will discuss, deliberate and make a decision

to maintain or alter its original recommendation.

ARTICLE X - CHANGES TO THE BY-LAWS

9.01 These By-Laws may be altered, amended or replaced and new by laws may be adopted by a majority vote of the members at any regular meeting.

9.02 The above bylaws are certified and have been adopted by the members of the Pima County Housing Commission on the 18 day of December 2017.