

BYLAWS OF THE CITY OF SAN ANTONIO HOUSING COMMISSION

SECTION 1. Name and Principal Office

The name of this body shall be the City of San Antonio Housing Commission, hereinafter referred to as the Housing Commission or the Commission. The principal office of the Commission shall be at 100 W. Houston St, San Antonio, TX 78205.

SECTION 2. Purpose

The Housing Commission shall serve in an advisory capacity to the Mayor and City Council to guide implementation of the Mayor's Housing Policy Task Force's (MHPTF) and Strategic Housing Implementation Plan (SHIP) recommendations and engage the public in the development of affordable housing policies.

SECTION 3. Goals and Responsibilities

- 1) Oversee the implementation of the city's housing related policies, including the MHPTF and SHIP's priorities:
 - a. Develop a Coordinated Housing System to include a High Level Executive;
 - b. Increase City Investment in Housing; Increase Affordable Housing Production, Rehabilitation, and Preservation;
 - c. Protect and Promote Neighborhoods through anti-displacement; and
 - d. Ensure Accountability to the Public by creating a collaborative ecosystem of communication between community, city staff, and public officials
- 2) Advise Mayor and Council on a holistic and comprehensive affordable housing strategy
- 3) Engage and educate the public on the importance of housing affordability and available resources
- 4) Update the community on progress made on implementation of the city's Affordable Housing programs and projects through an annual report.
- 5) Foster an environment of mutual education and understanding of community housing needs between the city staff, its elected officials, and community
- 6) Cultivate partnerships and leverage cross-sector resources in the preservation and production of affordable housing

- 7) Advocate to preserve and expand affordable housing options in the community through funding opportunities that focus on deeply affordable units and equity principles.
- 8) Champion housing affordability options throughout San Antonio.

SECTION 4. Membership

4.1 Composition

The Commission shall be comprised of nine members as set out below:

- a. Four of the members shall be filled by the CEO/Executive Director or a designated representative of the following organizations:
 - i. San Antonio Housing Authority, henceforth known as Opportunity Home San Antonio;
 - ii. San Antonio Housing Trust;
 - iii. San Antonio Economic Development Foundation, henceforth known as Greater: SATX Regional Economic Partnership; and
 - iv. VIA Metropolitan Transit.
- b. The remaining positions are to be filled by five at-large community members with a history of neighborhood engagement.
 - i. These five positions will be nominated by the Mayor in consultation with the City Council and shall be initially approved by the full City Council.
 - ii. All subsequent at-large appointments to the Commission may be made by the Mayor without further action by the City Council.

4.2 Eligibility

City residency for the Commission members is recommended, but not required.

4.3 Term of Membership

Each appointed member shall serve a two-year term. Initially, two At-large appointees, as selected by the Mayor, shall serve a one-year term and three At-large appointees, as selected by the Mayor, shall serve a two-year term. Thereafter, appointees shall serve two-year staggered terms.

4.4 Termination of Membership

- 1) If a Commission member's attendance at regularly scheduled meetings falls below fifty percent on an annual basis from the appointment date, or a member misses three consecutive scheduled meetings, the Commission's board liaison shall notify the Office of the City Clerk, who shall coordinate the attendance issue with the Mayor's Office or applicable appointing council member. The City Clerk, upon request from the Mayor or applicable council member, shall notify the member or member serving as a designated organization representative in writing that the member will be removed from the Commission.
 - a. A member who is removed from the Commission is ineligible to seek appointment to board or commission for a period of one calendar year from the date of the member's removal.

- 2) If a member or member serving as a designated organization representative is unable to complete their term of office, they shall immediately inform the Chairperson, Mayor or applicable council member, and the City Clerk of their resignation in writing. The City Clerk may advertise for applications for the open position on the Commission. A person appointed to replace the member shall serve out the remainder of the term of the removed member.

4.5 Conflict of Interest

Housing Commission members are subject to the City of San Antonio's Ethics Code which can be found in Article III, sec. 2-43 of the City's Code of Ordinances.

4.6 Financial disclosure report.

Housing Commission members are subject to the City of San Antonio's regulations regarding financial disclosure reports which can be found in Article IX, sec. 2-534 of the City's Code of Ordinances.

SECTION 5. Officers

Officers of the Commission shall consist of the offices of Chairperson and Presiding Officer.

5.1 Appointment of the Chairperson

The Chairperson shall be appointed by the Mayor from among the members of the Commission.

5.2 Chairperson Duties

The Chairperson's responsibilities include, but are not limited to:

- 1) Presiding over all Housing Commission meetings and enforcing the rules of the conduct of meetings under these bylaws, Robert's Rules of Order and the City's Boards and Commissions' ordinance.
- 2) Provide updates to the Commission on housing related matters in the community Keeping members informed of matters pertaining to the Housing Commission.
- 3) Coordinate with Department staff on meeting preparations and other administrative matters.
- 4) Calling special meetings, as needed.
- 5) Representative of the Housing Commission at public functions or events.

If Chair is unable to attend:

- a) Chair can unilaterally select a member as representative, or
- b) A majority of members can approve a fellow member as representative
- c) Encouraging members to participate in discussions and arrive at decisions timely and with appropriate decorum.

5.3 Presiding Officer

If the Chairperson is unable to conduct their duties temporarily, such as presiding over a Commission meeting, a member may be selected presiding officer until the Chairperson is able to resume their duties by the following methods:

- a) If the Chair has a planned absence, they can unilaterally determine a member to be the presiding officer.

- b) The body of the Commission can nominate and approve a fellow Commissioner as presiding officer.
- c) The Commission could move forward with meetings without a presiding officer and have staff conduct the meeting.

SECTION 6. Meetings

All meetings shall be in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551 to include posting of agenda that will clearly identify, for the general public, the purpose of the items and proposed action to take place. Proper records (i.e. minutes, recordings, handouts, ect.) of all meetings shall be maintained for public availability in accordance with the Texas State Library and Archives Commission's Records Management Retention Policy.

6.1 Frequency

The Housing Commission shall meet on a monthly basis, except for December, or as often as may be necessary. The date, time and location of every meeting shall be posted in accordance with the Texas Open Meetings Act. Special meetings may be called by the Chairperson or upon the request from the majority of the members to Chair and staff. Closed meetings. The Commission may hold closed meetings as permitted by the Texas Open Meetings Act.

The Housing Commission shall hold a meeting in October of each year that shall be designated as the Annual Retreat. The purpose of the Annual Retreat shall be a workshop for the selection and/or review of Commission work priorities and such other business, as the Chairperson deems appropriate.

The Housing Commission shall hold a meeting in May of each year that shall be designate as the Annual Workshop for other business as the Chairperson deems appropriate.

6.2 Quorum

A majority of five members in attendance at a meeting shall constitute a quorum of the Housing Commission.

The Commission through its Chairperson may request a joint meeting with Mayor and/or Council when such meetings are deemed necessary by the Chairperson. The date, time, place, and agenda for such a meeting shall be set a mutual convenience of the Commission and, if required, shall be posted, and noticed as mandated by applicable law.

6.3 Attendance

Commission members shall strive to attend all scheduled meetings. If a member must be absent, they shall notify the staff liaison and the Chair.

6.4 Conduct of Meetings

Robert's Rules of Order, newly revised, shall govern the proceedings of all meetings.

6.5 Voting

- 1) Each member shall have one vote in all action items of the Commission.

- 2) Proposed action is adopted if a majority of the members in office cast a vote in favor of the action.
- 3) Proxy votes will not be allowed.

SECTION 7. Subcommittees

The Housing Commission shall have subcommittees consisting of special committees which may be established from time to time on an ad hoc basis by a majority vote of the Commission.

7.1 Composition

The size of the subcommittee's membership shall be no less than two and no more than four Commission members, with a quorum consisting of a majority of members appointed to the Subcommittee. The maximum number of members in a subcommittee cannot be over the number of members in the Housing Commission.

7.2 Eligibility

City residency is recommended for Subcommittee members but is not required.

7.3 Reporting

Subcommittee chairpersons, as supported by department staff, shall keep a record of its activities and findings and shall report updates to the Commission through written or verbal reports at each regularly scheduled Commission meeting. Each committee shall be responsible for establishing operational procedures appropriate to its functions. On issues requiring a vote by the Commission, the subcommittee chairperson shall present a recommendation and supporting rationale.

7.4 Special/Ad hoc Committees

The Chairperson can appoint members to such Special/Ad hoc Committees as deemed necessary to carry out the goals and objectives of the Commission after being established by the Commission.

SECTION 8. Compensation

Housing Commission members shall receive no salary or compensation for their services.

SECTION 9. Reporting

The Commission, in its service as a public oversight board, shall create an annual report of the implementation and progress made for the Affordable Housing programs and projects included in the City's annual budget as well as other affordable housing issues and policies in the City's Affordable Housing Work Plan, henceforth known as the Strategic Housing Implementation Plan (SHIP).

SECTION 10. Required Trainings

Newly appointed members are required to attend an orientation coordinated by city staff. Members are also required to attend the Municipal Leadership Institute conducted by the Office of the City Clerk.

(a) A thorough orientation will be provided to all newly appointed Commission members by the pertinent city department. Each Commission member is required to attend the Municipal Leadership Institute training facilitated by the city. Specific information on policies and procedures for the respective board or commission will be provided at that time. Commission members will sign a document to verify that they have attended the necessary orientation and training. The pertinent city department shall maintain records of these documents in accordance with the city's records retention schedule.

(b) Continuing education programs will be instituted by various city departments to provide up-to-date information on any legislation or other pertinent information that would affect the Commission. Commission members must be kept abreast of all issues related to Commission and its responsibilities.

(c) Newly appointed At-large members will be invited to a swearing-in ceremony to be scheduled by the Office of the City Clerk.

(d) The failure or refusal to attend the Commission's orientation within the first year of service shall constitute an automatic removal without further action by the city council. The Office of the City Clerk shall notify the appointing council member, board liaison, and the member or member serving as a designated organization representative of the removal.

(e) A member who is automatically removed from the Commission for failure to attend the orientation is ineligible to seek appointment to any board or commission for a period of one (1) calendar year from the date of the member's automatic removal.

SECTION 11. Amendments

These bylaws may be amended at any regular or special meeting by two-thirds vote of members present and voting, provided that the amendment has been submitted in writing and presented to the Commission prior to the meeting. Non-substantive amendments to Commission bylaws shall become effective at the closing of the meeting in which they are approved. In the event an amendment is in conflict with the City's Rules for Boards and Commissions, the amendment must be approved by the City Council, through the passage of an ordinance.