

**TUCSON HOUSING TRUST FUND CITIZEN'S ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
Name**

The name of this organization shall be the Tucson Housing Trust Fund Citizen's Advisory Committee.

**ARTICLE II
Legal Requirement**

Section 1. The Tucson Housing Trust Fund Citizen's Advisory Committee follow regulations as prescribed in Ordinance No. 10337. A copy of these rules and regulations shall be filed with the City Clerk to keep as a permanent public record.

**ARTICLE III
Membership**

Section 1. The Tucson Housing Trust Fund Citizen's Advisory Committee shall be composed of fourteen (14) members and one ex officio member who shall serve without compensation.

Section 2. Members shall be appointed by the Mayor and Council as follows:

- 1) One member recommended by the Mayor and one member recommended by each Council Member.
- 2) One member from each of the following professions or entities:
 - a) Lending institutions
 - b) Real estate sales
 - c) Land development and/or building construction
 - d) Multi-family housing industry
 - e) Manufactured housing industry
 - f) Major employer
 - g) Public sector
- 3) One ex officio member selected from the membership of the Tucson Metropolitan Housing Commission.

Section 3. Members shall serve for a term of four years and may be reappointed for one additional term of four years

ARTICLE IV
Officers

Section 1. The officers of this organization shall include a Chairperson and a Vice Chairperson.

Section 2. The Chair and Vice Chair shall serve one year terms. January is the effective date of each term. The Vice Chair shall act as the Chair in the absence or disability of the Chair or in the event of a vacancy in that office. No member shall serve as the Chair or Vice Chair for more than one term in each office during any consecutive four years.

ARTICLE V
Duties of Officers

Section 1. The Chairperson shall:

- a) Call and preside at Meetings
- b) Appoint Standing Committees and Subcommittees as needed to accomplish business
- c) Be a spokesperson for issues approved by the Tucson Housing Trust Fund Citizen's Advisory Committee
- d) Sign all relevant business documents

Section 2. The Vice Chairperson shall:

- a) Perform the duties of the Chair during his/her absence.
- b) Act in an advisory capacity to the Chair and perform such functions as assigned.

ARTICLE VI
Meetings

Section 1. Meetings shall be posted, announced, and recorded in accordance with A.R.S. Sec. 48-431 et. Seq. Open Public Meeting Law

Section 2. At each meeting, it shall be determined the date/time of the next meeting.

Section 3. A quorum shall consist of 50% + 1 of authorized members. If a quorum is not met, the meeting must be cancelled.

ARTICLE VII
Parliamentary Authority

The parliamentary authority of the Committee shall be Robert's Rules of Order, Revised, subject to any special rules adopted by the Committee. Operational

authority of the Committee shall be the policies in the Tucson City Code, as applicable.

ARTICLE VIII Amendments

- Section 1. An amendment to these by laws may be proposed by any Committee member at any regular meeting. The proposed amendment will be sent to a Subcommittee for discussion and placed on the agenda for the next regular meeting for approval
- Section 2. The proposed amendment will be voted on at the next regular meeting following the meeting at which the amendment was discussed
- Section 3. An amendment properly ratified by the Committee will become effective immediately unless the amendment provides otherwise.

Adopted by Tucson Housing Trust Fund Citizen's Advisory Committee (THTFCAC) on Thursday, March 18, 2010