

Attachment G Resident Membership on the Governing Board

Sharon Johnson, a Section 8 client, is currently serving on the Public Housing Authority's Board of Commissioners. Her term expires June 30, 2011.

GUIDELINES:

Citation: The City of Tucson Community Services Department is complying with the requirements of HUD Regulation §964.400, Subpart E – Resident Board Members.

Participation: As a member of the Board of Commissioners, the Resident Board member may take part in decisions related to the administration, operation and management of the Public Housing and Section 8 programs when these items are brought before the Mayor & Council. The Resident Board member will be allowed to join in any discussion and will be allowed to cast a vote on Public Housing or Section 8 items only at regularly scheduled City Council meetings.

The Resident Board member does not serve with the City Council in any other capacity and will not be allowed to vote on or take part in Council discussions on any matters not related to the Public Housing or Section 8 programs. The Resident Board member has the same rights as any other citizen to comment on items brought before Mayor & Council as a public hearing item or as a scheduled or non-scheduled speaker before the Council.

Eligibility: Eligibility requirements for the Resident Board member include:

- Resident must be a Public Housing or Section 8 program participant in good standing;
- Resident may not be a City employee;
- Resident must be at least 18 years of age;
- Resident must be head of household;
- Resident must agree that personal information such as home address and phone number becomes public information (i.e. any information required to be released by a member of the City Council will apply to the Resident on the Board of Commissioners).

Elected Resident: The resident that receives the majority of votes will be named the Resident Board member. The resident that comes in second place will be named the Alternate and will take the place of the Resident Board member if necessary.

Term of Office: The term of the appointment as Resident Board member will be for four (4) fiscal years (July 1 through June 30). Resident Board member may only serve one four-year term. If the Alternate replaces the Resident Board member, they may complete that term and a second four-year term if elected.

Removal from Office: The Resident Board member may be removed from the Board for the following reasons:

1. Is no longer receiving housing assistance through the Public Housing or Section 8 program;
2. Is no longer a resident in good standing;
3. Is convicted of a crime involving moral turpitude;
4. Death;
5. Resignation;
6. Failure to attend three (3) consecutive Mayor & Council meetings where Resident Board member is required to attend because items relating to Public Housing or Section 8 programs are before the board.

Stipend: The Public Housing Authority will issue the Resident Board member a stipend of \$25.00 per month during their term of office.

Election Process: The Public Housing Authority will hold an election process every four years to select a Public Housing or Section 8 resident to serve with Mayor & Council in their role as the Board of Commissioners. The election process will be completed so that the new term of office starts July 1st of that year. The election process will be as follows:

- The Public Housing Authority will send a notification of the opportunity to serve as Resident Board member. The notice will advise residents of the eligibility requirements and of the nomination rules. Residents are required to fill out both a nomination form and an application form (providing description of experience such as volunteer activities, advisory boards, professional organizations, team leader, and involvement with organizations). A questionnaire may also be required of each nominee.
- Nominations will be accepted and reviewed by a Nomination Review Committee made up of various agencies that are familiar with the housing programs, Family Self-Sufficiency participants from each program or residents representing each program, and the Administrators of each program.
- A maximum of five (5) nominees will be selected based on the following eligibility criteria
 1. Program participant in good standing
 2. Able to represent the Public Housing Authority resident population for both programs
 3. Able to make four year commitment to serve
 4. Able to attend the required Mayor & Council meetings
 5. Committed to learn general rules regarding both programs
 6. Not a City employee
 7. Exhibits leadership qualities such as participation in resident council, PTA, church groups, neighborhood associations
 8. Good communication skills
- A "Meet the Candidates" forum will be scheduled to give residents the opportunity to meet the candidates.

- A ballot with the names of the nominees will be mailed to all Public Housing and Section 8 participants. A sub-committee of the Nomination Review Committee (excluding the Administrators of each program) will count ballots. The results of the election will be submitted to the Director of the Community Services Department. The Director will forward the name of the resident to Mayor & Council for their concurrence.
- All Public Housing and Section 8 residents will receive a notice announcing the results of the election.

Statement of Understanding: Both the newly elected Board member and the first runner-up will sign a “Statement of Understanding” which lists policies and procedures, role of Resident Board member, term of office, reasons for removal, replacement of Resident Board member, and Procedures for Resident Board member participation.

PROCEDURES FOR RESIDENT BOARD MEMBER PARTICIPATION:

Notification: When an item related to the administration, operation and management of either the Public Housing or Section 8 program is scheduled to go before the Mayor & Council for discussion and/or approval, the Resident Board member will be notified at least two weeks in advance of the scheduled meeting. The notification will include all supporting documents and material provided to elected Mayor and Council Members.

Agenda Placement: Public Housing or Section 8 items before Mayor & Council will be placed on the non-consent agenda for separate consideration so that the Resident can vote on this item only.

Participation: When the Mayor introduces the Public Housing or Section 8 item before the Council, the Mayor will introduce the Resident Board member as a voting member on this particular item only. The Resident Board member will take a position with the Council (in a position designated by the City Clerk or the Mayor).

The same rules for discussion and/or action will apply to the Resident Board member as they apply to Council members. The Mayor will acknowledge the Resident Board member if the Resident wishes to provide comment on the item (i.e. raising a hand for the Mayor’s acknowledgement).

When a vote is called on the item, the Resident will be allowed to register her/his vote in a manner prescribed by the Mayor; i.e. voice vote or hand vote. The City Clerk will officially register the Resident’s participation and vote into the minutes of the City Council.

The Resident Board member will leave the designated area immediately after completion of the Public Housing or Section 8 item before the Council. The duties as the Resident Board member will be completed at that time.

Documentation: The Executive Assistant to the Community Services Department Director will maintain a record of participation by the Resident Board member. This will be accomplished by obtaining a copy of the official Council minutes in which the Resident participated. The Council minutes will be placed in the appropriate file for compliance monitoring.