

BYLAWS OF HOUSING ADVISORY COMMITTEE

ARTICLE I - THE COMMITTEE

Section 1. Name of Committee

The name of the Committee shall be "Sac City Housing Committee" established in accordance with a motion passed and adopted on September 24, 2019 by the City Council of Sac City.

ARTICLE II - MEMBERSHIP & OFFICERS

Section 1 Members

a. The Committee shall consist of the eleven (11) members appointed by the Sac City Council. The Committee shall represent, as far as practicable:

1. Local Banks,
2. City Administrator or designee,
3. Real estate sales, development or finance,
4. Sac City Council--non-voting.

b. The term of office shall be four (4) years or until a successor is appointed. Any vacancy shall be filled by the Sac City Council for the unexpired portion of the term. Members of the Committee shall receive no compensation. Initial appointments will be staggered terms.

Section 2. Officers The officers of the Committee shall be a Chair, Vice-Chair and Secretary. The Secretary.

Section 3. Chair-The Chair shall preside at all meetings of the Committee.

Section 4. Vice-Chair-The Vice-Chair shall perform the duties of the Chair in the absence of or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall select a new Chair.

Section 5. Coordination of Activities-The Secretary shall coordinate the activities of the Housing Committee with the Sac City Council.

Section 6. The City of Sac City shall supply clerical support services and maintain the records of the Committee at the offices of the City.

Section 7. Additional Duties-The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or the By-laws or rules and regulations of the Committee.

Section 8. Election or Appointment-The Chair and Vice-Chair shall be elected from among the members of the Committee and shall hold office until December 31 of the year so elected, or until their successors are elected and qualified.

Section 9. Vacancies Should the offices of Chair or Vice-Chair become vacant, the Committee shall elect a successor from the Committee membership at the next regular meeting, and such election shall be for the unexpired term of said office.

ARTICLE III - MEETINGS

Section 1. Regular Meetings-Regular meetings shall be held with notice at 302 E Main Street (City Hall). in the City of Sac City, IA, which shall be the regular meeting place of the Committee. The regular meetings will typically be held at 4:00pm on the third Tuesday of the month.

Section 2. Special Meetings-The Chair of the Committee may, when deemed expedient, and shall, upon the request of two members of the Committee, call a special meeting of the Committee for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Committee at least two days prior to the date of such special meeting. At such special meetings, no business shall be considered other than as determined in the call.

Section 3. Quorum-Five (5) voting members shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is obtained.

Section 4. Attendance-If a member misses 3 consecutive meetings without excuse, the Committee will declare the seat vacant and ask the Housing Authority Board of Commissioners to refill the vacancy.

Section 5. Order of Business-The following shall be the order of business at meetings of the Committee:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Reports
4. Action Items
5. Other Items of Interest
6. Adjournment

Section 6. Rules of Procedure All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order, Revised" .

ARTICLE IV - AMENDMENTS

Section 1. Amendments to By-Laws The bylaws of the Committee shall be amended only with the approval of at least a majority of the members of the Committee at a regular or special meeting, and consent of the City Council, but no such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the members of the Committee.

Adopted by City Council on: _____

Scott Bundt, Mayor

Sandy Tellinghuisen, City Clerk